



Volunteer Office Administrator

Reporting to	People & Culture
Location	Primarily based at our Farnham site (GU9 9QF) with flexible work options.
Commitment	Flexible, but we ask for a minimum of 3 hours per week

BENEFITS:

Make a real difference – Your work doesn't just sit on a to-do list—you'll see the impact right away.

Boost your skills – Pick up new talents and grow your confidence while doing something meaningful.

You're not just a number – Your ideas matter, and your contributions get noticed (and appreciated!).

Find your path – Volunteering can open doors to future jobs, references, or just discovering what you love.

Connect locally – Meet awesome people in your community and be part of something bigger.

Ultimately your support enables disabled Children and Young People to enjoy play and leisure in a fun and safe environment.

ABOUT US

Challengers is a charity dedicated to transforming the lives of disabled children and young people through the power of play. We provide inclusive, fun, and safe spaces across the Southeast where children aged 2–18 can make friends, enjoy new experiences, and develop vital life skills. Our unique non-exclusion policy ensures that every child, regardless of the complexity of their needs, is welcomed and supported.

Role Requirements of Office Administrator

What the role involves:

- To assist with administrative duties that would help the HR, Recruitment and Training Teams within the People & Culture Team. These could include updating databases, electronic filing, data entry, research, scanning.

- To conduct yourself appropriately and represent the Charity in a manner which reflects all the values and principles of *The Challengers Approach*.

Role Specification:

- To undertake safeguarding training
- To undertake relevant online required training
- Previous administration experience is an advantage but in-house training can be provided.
- Skills in database, excel, word, power point and outlook would be an advantage. An understanding of issues around confidentiality and ability to maintain are essential.

Challengers is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS Check and satisfactory references.