



JOB DESCRIPTION: VOLUNTEER SCANNING AND ADMIN SUPPORTER

ABOUT ELITE PAPER SOLUTIONS

ELITE Paper Solutions was established in 2015 to provide vocational opportunities for disabled and disadvantaged people. We're extremely proud of our fully inclusive workplace. We've engaged with over 300 disabled and disadvantaged people in their and supported them in their journeys to gain paid employment, work experience or volunteer opportunities.

We are a carbon-friendly enterprise. Every item that we shred is recycled and repurposed into new products, including animal bedding. We specialise in the collection, storage, and destruction of confidential documents.

OVERALL PURPOSE

To support and assist in the day to day running of our Social Enterprise by processing customer scanning requirements, including indexing, storage and retrieval of physical and automated documents.

HOW DO OUR VOLUNTEERS HELP?

Scanning	Supporting with setting the scanning equipment up to meet customer needs and scanning records.
Updating Office Systems	Including indexing customer records and refiling scanned documents.
GDPR	Ensure agency compliance of GDPR and respect the confidentiality of client information
Training	Attend training as required.
Policies	Adhere to all policies and procedures of the organisation at all times.
Teamwork	You'll be supporting the Admin and Finance teams by providing documents for invoicing.

WHAT YOU BRING TO THE TABLE

Our volunteers mean a lot to us; while we are always on the lookout for great

new people to join the volunteering team, we do expect a few things from you!

Communication	Communication skills and patience are key given the nature of the role, along with good time keeping.
Equity and Diversity	We expect an understanding and acceptance of equity and diversity.
DBS Checks	Given the nature of our organisation we need all volunteers to be eligible for Disclosure and Barring Service checks (DBS). We meet the cost!
Time	We appreciate that you'll be giving up your own time to help us out, the amount you offer is completely up to you! While we suggest one weekly slot of volunteering, we can arrange volunteering openings on an ad-hoc basis.

THE BENEFITS FOR YOU:

ELITE appreciate the time and effort that you provide to help those around you – we consider ourselves a very friendly and supportive team at ELITE that always looks to give back to those who assist us. The benefits of being a volunteer with ELITE and its projects include:

- Life and work experiences in a **fun, friendly working environment**
- **Training** within Disability Awareness and Task Support
- Volunteering hours count towards **volunteering requirements** such as Duke of Edinburgh and Welsh Baccalaureate Awards
- **Advantageous experience**, skills and training for those looking to develop a career in administration
- Work/travel **expenses reimbursed**
- **References** for those looking to improve their CVs
- Joining a **close-knit and supporting team** at ELITE; on both professional and personal levels
- **Future prospects of employment** – some of our current employees started off as volunteers with ELITE
- Free tea, coffee and toast for breakfast!

IF YOU'D LIKE TO GET INVOLVED:

Contact hr@elitesea.co.uk



An informal meeting will be carried out to discuss your experience, suitability and availability.

If you are successful at this stage; reference checks and a DBS check will be carried out by ELITE staff. Once satisfactory checks are completed; training and 'shadowing' opportunities will be created for each prospective volunteer (time spent in training and shadowing can contribute towards any volunteering hours).

Volunteers are welcomed into the ELITE team!