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# Admin Volunteer

Reference code: VO14510

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LINKnet are looking for minority ethnic volunteers to support paid staff with the smooth running of mentoring and befriending services. This is a great opportunity to gain work experience and develop your skills in various fields of work as the roles at LINKnet will be varied. Volunteering involves once a week (5hrs per day).

## About LINKnet Mentoring

LINKnet Mentoring Ltd is a voluntary sector mentoring project established to help minority ethnic people living in Edinburgh and the Lothian. We aim to help people from Ethnic Minorities get into jobs, education and also with their Personal Development and integration into the society. LINKnet aims to increase representation of minority ethnic people in further and higher education, employment, public and civic life of Scottish society through a structured one to one mentoring programme which is free to join. One of the main aim of LINKnet is to enhance the quality of life of individuals by improving their personal circumstances so that they are better able and better prepared to attain their goals in the areas of education, employment and personal development. The project also hopes to achieve a collective impact on the minority ethnic community as a whole in their struggle to be better represented in all spheres of life. LINKnet's long-term ambition is to see an equitable Scottish society in which everyone can play their part and feels part of the wider Scottish community.

## Experience Required

LINKnet is looking for volunteers with good communication skills in English and at least one other ethnic minority language, who are able to communicate effectively face-to-face, over the telephone and by email, with people at all levels. IT skills and experience of Microsoft Office is preferable, but full tr

## Training Details

Training is not certified. Train will cover the concept of volunteering, LINKnet policies and procedures etc.

## Location/Travel Details

31, Guthrie Street, Edinburgh, EH1 1JG

## Expenses

Travel expenses paid.

## Accessibility Details

- Wheelchair Access/Disabled Access Toilet

## Work Type

Administrative / Office Work

## Cause

Ethnic Minorities

## Flexibility & Commitment

School Holidays;Term Time

5 hours per week, flexible

## Available Times

	mon	tue	wed	thu	fri	sat	sun
am	●	●	●	●	●		
pm	●	●	●	●	●		
eve							

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## Contact Details

Edinburgh

Edinburgh

Tel: 0131 261 4463

[www.linknetmentoring.org.uk](http://www.linknetmentoring.org.uk)

Email: [volunteers@linknetmentoring.com](mailto:volunteers@linknetmentoring.com)