

# Volunteer with us!

## Office Admin/HR Volunteer

**2 hours per week (based in our head office in  
Bishops Stortford/Takeley)**

**Accuro is a local established charity making a big difference across West Essex. We support children, young people and adults with disabilities by providing services that are fun, safe and inclusive.**

We are now looking for someone who is able to commit approx. two hours per week to help us with general office and HR related tasks during office hours. We are flexible about when this is. Ideally, you will have had some previous experience of basic office administration and have good communication skills.

You could be someone wanting to learn more about office administration including general admin, human resources and/or finance to pursue a career in this area; someone returning to work after a gap or someone who finds they have additional time and wants to do something worthwhile.

In return we can offer you: appropriate and on-going support and training; the opportunity to gain experience in the charity sector and in office and/or human resources; a flexible volunteering experience; being part of a fun and committed team; tea, coffee and often cake when in the office 😊

If you require a hard copy application form please contact the Accuro office **by email on [enquiries@accuro.org.uk](mailto:enquiries@accuro.org.uk) or by phone on 01279 870297**

**Apply online at:**

[accuro.org.uk/support-us/volunteering/](https://accuro.org.uk/support-us/volunteering/)

To chat about this role, please contact TJ Gibbs, our Human Resources Manager, on 01279 871133

**accüro**

supporting people with a disability  
in West Essex

Reg. Charity no: 1094736