

Designability

Title: Volunteer Data and Admin Assistant

Location: Designability, D1 RUH, Bath, BA2 3NG

Hours: 1 day per week, preferably Tuesday or Wednesday, could be split into 2 half days

Salary: Voluntary, reimbursement of reasonable expenses only by prior agreement

For over 50 years, Designability has designed and provided products that have enabled disabled people to live with greater independence. Our team of talented designers, engineers and occupational therapists create innovative new products which have helped hundreds of thousands of disabled people with their day to day challenges. We are best known now for Wizzybug, our powered wheelchair which helps young disabled children move and play independently for often the first time in their lives.

Designability follows The Social Model of Disability, which holds that disabled people are disabled by their environments rather than any variation in their capabilities. We create our innovative products by being experts in user-centred design – put simply, this means that it is disabled people and their needs and views that make our products unique.

We are looking for a volunteer to join our team based at the RUH to support the Fundraising and Communications team with some weekly administration tasks such as entering donations and donor details onto our database, keeping accurate records and helping us thank donors in a timely manner. As well as helping out with other admin tasks at busy times of the year, such as preparing in-house mailings, putting information together for exhibitions and events and thanking donors.

Useful previous experience for this role includes:

- Confident using MS Office suite i.e. Excel, Word, Outlook.
- Have worked with any kind of database in the past.
- Attention to detail and accurate data entry.
- Happy working within a team and independently.
- Comfortable approaching others to ask questions either in person or over the phone/email.

You will be joining an independent, national charity based in Bath. Our creative and inspiring team includes engineers, technicians, product designers, occupational therapists, fundraisers and administrators. We are led by strong values: we are creative, inclusive and practical, with our vision being to create a future where disabled people live the life they choose.

We are really proud that we were awarded second place in a recent [‘Best Charities to Work For’](#) list by Third Sector which is a reflection of our team highly rating the fact that we encourage activities that create strong teams and foster good personal relationships.

To find out more about Designability visit designability.org.uk

For an informal conversation about this opportunity and whether it may be suitable for you, please contact Anna-Kate (AK) Taylor at Designability anna-katetaylor@designability.org.uk.