



ROLE PROFILE

ARCHIVE FILING REVIEW VOLUNTEER

RESPONSIBILITIES

Reviewing the contents of archived filing, determining its contents and whether it should be retained or destroyed, in line with our policies and set criteria, and keeping a record of the decision.

The filing includes medical records, financial information, and other sensitive personal data.

TIME COMMITMENT

- This role can be flexible around your lifestyle.
- We ask that you support us for a minimum of 3-4 hours per week.
- This role is based at Douglas House, Oxford, OX4 1RW.

EXPERIENCE & TRAINING

- Experience in an administrative role or supporting office-based tasks is essential.
- Experience within a healthcare environment is an advantage but not essential.
- Experience with archiving is an advantage but not essential.
- Mandatory training relevant to the role is provided both online and in-house.
- We will require all mandatory e-learning training to be successfully completed prior to commencing the role.

QUALITIES REQUIRED

- Attention to detail is essential.
- Good communication and organisational skills.
- Reliable and trustworthy.
- Demonstrating sensitivity and understanding.
- Aware of the importance of maintaining high levels of confidentiality and data protection.

BENEFITS

- We are committed to making every volunteer experience positive, rewarding and valued by creating opportunities for:
- Becoming part of a wider, supportive community.
- Feeling more connected with our community and improving overall wellbeing.
- Flexibility to fit volunteering around work, education, and family life.
- Volunteers may claim reasonable travel expenses to and from shifts in line with the organisations expense policy.
- Meeting a variety of new people as well as develop skills and gain new experiences.
- A huge sense of satisfaction in knowing you are helping others and making a difference