



## **Collaborative Working Towards Greater Community Care**

### **Administration Groups**

For every organisation there is a main factor that allows them to run smoothly and effectively' they would have to have in place a dedicated team of administrators who keep all of the day to day tasks of paperwork and communication, emails' posters' leaflets' notifications' web site updates and all of the background work that enables the organisation to function in a free flowing and structured way.

On this note we have formed an Administration Group that is going to enable WeAre1 and Help in Hounslow to be more effective at dealing with the production of leaflets, posters, flyers, documentation and so on.

Service users will work alongside members of staff to collate non personal documents, photographs, computer data and many more aspects that will enable us to be better placed to lay our hands on all the things we need to provide a fast and efficient service.

Making hard copies of information that has been gathered for the Community Database will be a major task that will keep us busy for a very long time!

Updating of the database will be a key factor in the service that is provided so that all information given will be both current and relevant for each request that we receive.

Alongside this, volunteers and service users are going to learn new skills involving computer technology: working with Microsoft Word, Excel, Publisher, etc., and above all enter into a work based environment that encourages the development of self esteem and social interaction in a relaxed and friendly environment.

You will also learn to answer Telephone calls and seek out information that will assist our community to access the required services that they need.

Learning to send E-mails containing information that has been requested will also be another part of the Administration remit that will ensure individuals get all of the detailed documents that they need.

We have service users who are really excited about being given this opportunity and our members of staff will always be there to fully support and guide them with all of the work that is at hand.

This is just another aspect of what **Weare1** is all about: empowering people with the belief that we can all achieve things together even in the most difficult of times and be equal to all of those around us no matter what background, ethnicity, culture or level of expertise we have to offer.

We are looking for people who can help with translating our brochures and posters into different languages so that more people can be aware of all of the services and facilities that are available within the Borough of Hounslow and beyond.

All of your hard work will go towards helping those who would either be unaware of all of the services and information that is available in the borough just from a simple phone call or e-mail from the central office of WeAre1.

If you have I.T. skills or are used to working as part of a team then this is a great opportunity to sharpen your skills with the possible view to future employment in either the public or private sector.

Everything you learn will add to your C.V. and will help keep you up to date with the latest operating systems and programs that organizations have to use to run their own businesses.

**Please contact us if you would like to get involved:**

E-mail: [contact@weare1.org.uk](mailto:contact@weare1.org.uk)