



### **ATTFE Volunteer Administrator Case Study**

I have been volunteering for ATTFE (Academy Transformation Trust Further Education) for most of 2025, supporting others in their work. This experience has made me acquire a lot of new skills, developed me as a person and prepared me for the next stage of my career which is an apprenticeship with NCC (Nottinghamshire County Council). I can say with confidence that a huge reason I acquired this role at NCC was because of ATTFE.

Many of the tasks of what I did there were what helped me gain the necessary experience to mention at the apprenticeship interviews. So, a few things of what I did were help create social media content, organise student information, design posters and this also included more physical tasks like scanning, printing, marking papers, cutting event leaflets to size, sorting and moving stuff around. They also let me have the option of taking some of their online courses which I did take part in one, and the process was really convenient and flexible for when I wanted it to be done and handed in.

Some of the other stuff I did was shadow through real physical meetings and got to meet other people working in different departments in the building to learn about their type of work and how they do it.

I have developed many personal skills as I can say it has improved my:

- Communication skills- as this volunteering role has taught me to speak up if I required help or guidance or if I have a question I need answered and maybe an idea I need to express.
- Professionalism- working in an established environment has given me a sense of professionalism as I need to be presenting myself well and be responsible for what I do.
- Creativity- I learned how to be more creative thinking with the work I provide such as when I am designing the social media content for ATTFE.

I have gained a lot of skills that I can transfer over to my new role at Nottinghamshire County Council and I am really happy with how far I have come as a result of this.

I believe I contributed somewhat even a little to help reduce other staff's workload by doing some of their work whilst gaining valuable experience in doing so, and I am really glad that everyone at ATTFE is very respectable, kind and that I receive positive feedback and praise for what I have provided for them.

