



<p style="text-align: center;">Volunteer Information Role F: Administrative Support</p>

Description of What is Needed:-

Administrative Support. Role involves making telephone calls, filing, writing letters, gathering references for volunteers, entering membership details and session records, photocopying, filing, general typing, e-mails and providing general office support. It may involve collating information and preparing reports for the main committee, sub-committee or to support funding bids, depending on your interests and skills. There will be lots of opportunity to be involved in many aspects of making the project a success.

Skills and Qualifications Needed:-

This role requires the ability to use a PC, some experience of word processing packages, such as Word, and spreadsheet packages such as Excel, e-mail and internet competency such as Outlook and Explorer. Pleasant, friendly telephone manner. Experience in an office environment would be particularly useful but this is an ideal opportunity to gain that experience if this is what you are looking for.

If you are a natural organiser we need you! The committee has bags of enthusiasm but we are rubbish at paperwork and lack discipline so need to be helped to get this important stuff done. The admin assistant would work under the direction of the Chair. There may be some elements of confidential work so a mature, ethical and responsible attitude is also required.