

Volunteer Role Description



Role: Assistant Administrator

Accountable to: Daisy Brookman, Community Development Manager

Hours:

Main Aim

The assistant administrator will play a crucial role in providing administrative support to the Community Development Manager.

Roles and Responsibilities

- Complete volunteer induction
- General word processing
- Dealing with telephone & email enquiries
- Taking bookings
- Creating and maintaining filing systems
- Keeping diaries
- Taking appointments for staff
- Writing minutes

Person Specification & Skills Required

- Word processing skills
- Enthusiastic & reliable
- Literacy skills
- Proactive & motivated
- Effective communication skills
- Confident & diplomatic
- Over 16 years of age