

JOB DESCRIPTION

Job Title: Administrative Assistant

Accountable to: The Manager at Volunteer Action.

Accountable for: General administrative support in the office, including marketing

Key Responsibilities

- Support the car scheme
- Support the befriending scheme
- Organise volunteer recognition events
- Design and distribution of leaflets and brochures
- Ensure the website is up to date.
- Use Facebook and other agreed social media sites to regularly promote VA
- Support for The Friends scheme
- Produce and distribute newsletters
- Attend or arrange events to promote the volunteering programme in the local communities
- Report to funders as required
- Support the trustees in other fundraising initiatives

Person Specification

- Good knowledge of MSOffice
- Experience of using social media
- Excellent written and oral communication skills
- Flexible
- Willing to learn
- Creative
- Understand the need for confidentiality