

Job Title:	Administrative Assistant
Reporting:	CEO/Transport Manager
Contract Type:	Temporary 6 months (permanent contract will be considered after 6 months)
Working Hours:	Monday-Friday 10 hours per week to be confirmed
Probationary Period:	One Month
Notice Period:	One Week
Salary:	£9.35 per hour
Annual Leave:	9 days annual leave plus bank holidays (as pro rata for 6-month contract)
Pension:	The scheme covers entry level pension requirements.
Location:	Pershore
About us:	<p>Pershore Volunteer Centre puts volunteering at the heart of the community to reduce rural and social isolation for local people. Our overall aim is to place volunteering and wellbeing at the heart of the local community. In practice, this means the activities we undertake to achieve our aim are wide-ranging and include:</p> <ul style="list-style-type: none"> ▪ Recruitment of volunteers and promotion of volunteering opportunities and supporting voluntary and community groups to recruit and manage volunteers. ▪ Providing a Community Transport Service for residents unable to use public transport. ▪ Supporting a Community Resource Centre providing a range of office services ▪ Providing a lunch club and supporting other services for older people ▪ Liaison with statutory and voluntary organisations to identify needs in the area and link them to existing resources.
The Role and Aim:	Provide administrative support to Staff and Volunteers with the day to day running of the office, and providing cover where appropriate.
Duties:	<ul style="list-style-type: none"> • Receive/welcome visitors. • Assist Reception and Transport volunteers with answering the Telephone and redirecting calls. • Support the team with appointments and diaries. • Assist Resource Centre Volunteer with copying and printing services.

Registered Charity No: 1166141

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	<ul style="list-style-type: none"> • General filing • Assist with upkeep of varied databases. • Assist with bulk mail franking. • Assist with administration of Lunch Club. • Assist with administration of fundraising. • Assist staff to update Website and Social Media • Amend and update own CV during the 6-month period
The Person:	<ul style="list-style-type: none"> • Good standard of IT literacy • Good communication skills • Good Timekeeper • Reliable and honest • Willingness to learn • Good sense of humour
Qualifications and Experience:	<ul style="list-style-type: none"> • Good standard of English, maths, and IT
Start Date:	As soon as possible