



Volunteer Administrator/Project Assistant

Summary of the role

It is intended that this volunteer role will involve being the main point of contact for general enquiries and undertaking a range of administrative tasks to help ensure the smooth running of the charity working closely with and supported by the charity's Director.

Tasks that it is intended that the volunteer will undertake include:

- Monitoring bulletins and newsletters to identify and circulate to staff, volunteers and trustees new information and opportunities that may be relevant to the charity such as fundraising, professional development and publicity opportunities
- Working closely with the Director and wider staff team, reviewing and improving systems to ensure the effective monitoring and evaluation of the impact of SWC services
- Providing support to the Director by organising and, attending and administering meetings, as necessary
- Developing and maintaining a calendar of local events to support wider publicity and promotion of SWC services
- Working with SWC's volunteer marketing and fundraising assistant on communications activity
- Reviewing and setting up office systems as required

Hours

- Flexible, if possible 5-7 hours a week

Skills/experience required:

- Proficient in using word and other IT software packages
- Ability to undertake desk research and extract relevant information
- Excellent written and verbal communication
- Ability to make and deal with telephone enquiries courteously and efficiently
- Ability to work independently and as part of a team
- Ability to set up/operate office systems and procedures