

Admin Assistant Volunteer Role Description

Role	Volunteer (Admin Assistant)
Responsible to	Project Manager
Commitment requested	Normally minimum 1 day per week
Location	Workshop Unit, CityNorth Islington, Finsbury Park
Role Summary	To assist the project manager in the day to day management of information, responding to queries and data entry.
Tasks	<p>Answer incoming telephone calls and respond to email enquiries efficiently and courteously, forwarding them on to other staff/volunteers as appropriate.</p> <p>To assist with general admin, including mail-outs, photocopying, ordering stationery and buying stamps.</p> <p>To input data and make amendments to the monitoring database.</p> <p>To provide administrative and logistical support for events.</p> <p>Create and manage administrative systems and ensure that they run smoothly.</p>
Other Requirements	<p>In liaison with the Project Manager, the volunteer will agree in advance the hours that s/he is able to offer.</p> <p>Take responsibility for your own safety and ensure that colleagues and visitors are not exposed to danger.</p> <p>Work effectively and considerately with other employees and volunteers to promote the aims and objectives of Bright sparks and present a positive image of Bright Sparks to members and the public.</p> <p>Abide by the Bright Sparks's policies and endeavour to follow good working practice at all times.</p> <p>To use all equipment in accordance with the relevant Health and Safety regulations.</p> <p>The volunteer must read and adhere to the Manual Handling regulations (as issued on induction day).</p> <p>The volunteer must read and adhere to the Health and Safety regulations (as issued on induction day), and report all incidents/accidents to the line manager.</p> <p>The volunteer must understand & sign the volunteer agreement.</p>
Skills	<p>Good communication skills and a competent phone manner.</p> <p>Good writing style, grammar and proof-reading skills.</p> <p>Confident with the use of Microsoft Word, Excel, Access and Outlook.</p> <p>Use of the internet for research and communication.</p> <p>Able to use own initiative, and take direction as part of the team.</p> <p>Organised and willing to be adaptable.</p>
Support and Training	<p>1-day Induction, including Health & Safety and Manual Handling Training.</p> <p>On-the-job training and support from the lead electrician.</p> <p>From time to time you will be asked to attend training to update skills or to comply with policy changes.</p>