**Job Description: Administrative Assistant (Maternity Cover)**

##### RESPONSIBLE TO: Chief Officer

**PURPOSE OF THE POST:**

To assist in the day to day running of Voluntary Action South West Surrey (VASWS) by providing administrative support for staff and by taking the minutes at the network meetings run by VASWS.

**MAIN DUTIES AND RESPONSIBILITIES**

**General**

* To ensure that the office has adequate supplies of necessary stationery and other essentials required for the smooth running of our business and to purchase these from approved suppliers within set budgets. Liaising with finance officer over purchases and invoicing.
* To attend and take notes at networking and other meetings run by VASWS, to type the notes up and distribute them to members of that group.
* To keep mailing lists up to date.
* Stamping, posting and forwarding mail
* To answer the phone and deal with enquiries appropriately. This will involve identifying where the caller needs further assistance and referring them to the appropriate member of staff or, where we are unable to help to signpost to an alternative service.
* To book venues for VASWS meetings and training events.
* To provide admin support for events and training by setting up invitations on Eventbrite, sending out invitations, confirmations of booking and joining instructions, arranging refreshments, recording attendance and assisting the finance officer over invoices and charging
* To record staff annual leave and absence on the appropriate spreadsheets.
* Support the collection of quarterly and annual monitoring statistics.
* To enter the Social Prescribing referrals onto the Charity Log\* database and allocate to the relevant Link Worker.

**Communications**

* To post news items on VASWS Website and keep content up to date and relevant
* To compile and send out the VASWS newsletter and funding alerts
* To maintain the VASWS presence on social media by posting information on Twitter, Instagram, Facebook etc.

**Other**

* Participate in the VASWS Staff Team, with regards to all matters that require a team approach and maintain a helpful and supportive approach to staff, volunteers and trustees
* Contribute to and comply with VASWS policies and procedures, paying particular attention to issues of equal opportunities

\* Charity Log is the package we use for managing our database, full training will be given on its use and prior knowledge of this package is not expected.

**CONDITIONS OF SERVICE**

**SALARY: £24,000 FTE £19,200 actual**

**HOURS: 28 Hours per week**

**ANNUAL LEAVE: 25 days per annum, plus the period between Christmas and New Year, plus all public holidays. This will be pro rata for part-time working.**

**LOCATION: Based in Guildford with travel throughout Guildford & Waverley if required**

|  |  |
| --- | --- |
| **PERSON SPECIFICATION** |  |
| Good IT and office administration skills | Essential |
| Sound communication skills – verbal and written | Essential |
| Experience of working with Excel spreadsheets, and other Microsoft Office packages | Essential |
| Well-organised with the ability to manage working time efficiently | Essential |
| Ability to work as part of a team | Essential |
| Experience of updating websites, producing newsletters, maintaining and working with databases | Desirable |
| Experience of working with volunteers | Desirable |
| Ability to use social media channels effectively | Desirable |
| Experience of working with the voluntary sector | Desirable |