



Coldharbour Mill Volunteer Role Profile

Role: Administrator Volunteer

Responsible to:

Chief Executive Officer

Purpose: To provide general administrative and office services support

Responsibilities:

Ensure an efficient and effective support service across range of office systems and records as required. Work will be allocated, taking account of role holder`s background, skills, office workload and priorities.

Key Activities:

1. Maintain and update databases from records and reports
2. Administer data management for specific activities
3. Produce routine reports from data bases
4. Maintain filing systems – general and personnel correspondence
5. Act as minutes secretary for meetings
6. Deal with telephone enquiries
7. Photocopying
8. Contribute to developing office record and filing systems

Commitment: As and when needed

Personal Attributes:

Team player with good communication skills
Flexible approach to changing workload and priorities
Reliability and commitment

Skills and Experience:

Ideally working knowledge of Microsoft Office Suite [Excel etc]
Accurate and methodical application to data input and record keeping

Support and Training provided:

Full support and training across office systems to develop wider range of skills.
Note - this role may involve dealing with confidential information, subject to data protection regulations and security/confidentiality when handling personnel records

This is a voluntary role and this arrangement should not be seen as either legally binding or an employment contract