Voluntary Action in Mid-Devon

New Hall Offices, Barrington St, Tiverton, EX16 6QP Tel: 01884 210933

Involve Admin Assistant

Role Description

Hours: 10 hours per week

Salary: £6574.13p per annum (FTE £24,653.00)

Location: Tiverton office and home based

Responsible to: Administrator

Purpose of the Post:

We are looking for a dedicated and enthusiastic Admin Assistant to join our team, to support the work of Involve. Involve is a charity supporting and facilitating community action and resilience. This role supports our ongoing projects, and some admin time will be specifically supporting the Devon People First project. The ideal candidate will have admin experience and excellent organisational skills. This part-time post will provide valuable admin support to our Involve administrator.

Responsibilities

Office Administration

- Provide general administrative support to staff, helping to keep documents, records and policies and procedures are up to date (including insurance).
- Maintain a welcoming reception during office hours, including answering the phone when needed.
- Assist with office systems, including processing post and emails, organising filing, and helping with data entry tasks such as updating records, databases and mailing lists.
- Help monitor office supplies to ensure the smooth running of the office, including liaising with suppliers when required.

Financial administration

- Support with day-to-day financial administration alongside our administrator, including data entry for income and expenditure and assisting with simple book-keeping tasks.

General

- Booking venues for meetings or events.
- Adding posts to our website and social media.
- Assisting staff with other appropriate tasks as they arise.
- Take part in any necessary training and follow our key policies and procedures, including safeguarding, health and safety, and equality, diversity and inclusion.

Person Specification

	ESSENTIAL	DESIRABLE
SKILLS		
Excellent communication and interpersonal skills both written and verbal	*	
Excellent ICT skills using Office 365 (word processing, database management, spreadsheets etc.) (Training on SharePoint given)	*	
Ability to work flexibly - both independently and as part of a team	*	
Can effectively organise, prioritise own work, and meet quality standards with good time management	*	
Effectively problem solve, suggest solutions and signpost as appropriate		*
A commitment to and understanding of equal opportunities & confidentiality	*	
Social media skills	*	
KNOWLEDGE AND EXPERIENCE		
Experience of an office environment, developing and maintaining office administrative systems	*	
Experience in using an accounts package i.e. Quick Books (Training given)		*
High level of literacy and numeracy	*	
Experience of work in the voluntary and / or community sector		*
Understanding of health and safety issues		*
QUALIFICATIONS		
Educated to GCSE level or equivalent	*	
Level 2 NVQ administration (or similar)		*

Benefits

This is a fantastic opportunity to help support the community and make a direct difference to people's lives. Through this admin assistant role, you can gain valuable experience, develop your skills, and receive training from Involve that can enhance your CV. You will also be part of a vibrant community initiative and gain insight into how a charity operates.

Pension

Annual leave
5 weeks holiday plus bank holidays pro rata.

If you have any queries or would like to speak to a staff member before applying, please email us at: admin@involve-middevon.org.uk