



## **ROLE TITLE: Administrative Assistant**

### **Objectives**

To provide administrative & clerical support to the team of Trustees and the Development Worker. This includes phone and computer work, inputting & producing data reports; providing general & specific admin support to the organisation in meeting its objectives.

### **Specific Responsibilities**

- Co-ordinate the monthly volunteer rota: ensure that the rota is sent out to all volunteers each month and arrange volunteer cover for holidays, sickness & other absences
- Liaise with volunteers to ensure that there are sufficient volunteers 'on duty' to adequately support the Library opening times and activities
- Report any volunteer concerns or issues to the trustee responsible for Volunteer Liaison
- Compile and process statistical data collected from library activity reporting information in accordance with Our Manchester quarterly and annual monitoring requirements.
- Input and collate data collected from library activities and events.
- Ensure information about the library, and the online calendar, is kept up to date
- Produce and display marketing & advertising material
- Liaise as appropriate with local library staff
- Read, understand and comply with statutory regulations e.g. HSE, GDPR & Safeguarding
- Read, understand and comply with FoBL Policies & Procedures
- Carry out, as requested, any other tasks appropriate to the admin role

### **Person Specification**

- Excellent verbal and written communication skills (phone, face-to-face, e-mail)
- Ability to plan your workload to meet agreed deadlines.
- Excellent IT skills (particularly Microsoft Word and Excel, use of Google Drive and Google Calendars).
- Ability to use social media (e.g. Facebook, Twitter) is desirable but not essential.

- Committed team-member with the enthusiasm to provide essential support within a volunteer-led service
- Highly motivated with a 'can do' attitude and flexible approach to challenges as well as opportunities
- Approachable, with excellent interpersonal skills e.g. good with people from a range of backgrounds and organisations
- Understanding of the role of volunteers in delivering a service
- Have a good working knowledge of office systems and processes
- Competent organiser with the abilities to identify, plan and deliver on agreed outcomes
- Awareness of and compliance with statutory legislation, including equality & diversity
- Willing to adopt a flexible approach with regard to work schedule and ability to work on your own initiative.