



Charity registration number: 1100894

www.assistsheffield.org.uk

JOB DESCRIPTION

Job title: Charity Administrative Worker

Responsible to: Infrastructure and Development Officer

Salary: Living wage £13,759
35 hours/week 12 Month contract
Flexible working / Job Share considered

JOB PURPOSE

To give administrative support to staff and volunteer teams to enable ASSIST's support to asylum seekers to be delivered effectively

To enable the smooth running of ASSIST's office base

EQUAL OPPORTUNITIES

- To actively promote the aims, core values and equal opportunities of the ASSIST service.
- To observe the ASSIST's Equal Opportunities Policy in their behaviour to the public and fellow employees

MAIN DUTIES/RESPONSIBILITIES

1. Deal with internal/external post/emails.
2. To receive, screen and make telephone calls, resolving enquiries where possible, taking messages or redirecting calls as appropriate.
3. Process donations and banking
4. Process welfare payments and petty cash
5. Process invoices
6. Support volunteers in their use of office facilities and equipment, referring to the IT team where necessary

7. Provide administrative support for volunteer recruitment, including processing references and application forms
8. Provide administrative support for volunteer training, including helping training team with production of materials
9. Induction and day to day support for volunteers where volunteers are recruited for any of the above tasks.
10. To maintain client records, undertake filing, faxing and photocopying as and when required.