

Volunteer Role Description – Admin Assistant

Organisation Name	Charnwood Arts
Organisation Address	27 Rectory Place LE11 1UW
Telephone	01509 265728
Mobile	
Email	info@charnwoodarts.com
Role Title	Admin Assistant
Sessions based at:	27 Rectory Place LE111UW
Responsible to	Charlotte Curran - Office Manager
Summary of role	General administration duties including collecting & inputting data, helping to organise and prepare room activities, photocopying, attending events.
Expectations	<ul style="list-style-type: none"> ● Commitment ● Smart casual dress
Time commitment	2 hours per week
Skills	<ul style="list-style-type: none"> ● Reliability ● Microsoft Office suite ● Managing data ● Ability to use software, spreadsheets, databases and other packages effectively
Training and support	Introductory orientation (1 hour) Volunteer Handbook Regular check ins with agreed role reviews
Reimbursement of expenses	42p per mile from home (Loughborough-based) Bus fares / car parking tickets with receipts will also be reimbursed
Benefits to the volunteer	<ul style="list-style-type: none"> ● Gain knowledge and experience in art project delivery ● Opportunity to develop new skills and interests ● Chance to meet new people and be part of a great team