



Job Advert

Job Title: Smart Volunteer Administrator
Hours: Sessional min. 4 hours per week
Office Base: Smart Gallery
Responsible To: Dover Smart CEO's

WE ARE A DOVER BASED CHARITY, TRANSFORMING LIVES, THROUGH ART & CREATIVITY.

We are looking to recruit a keen, outgoing volunteer administrator to help the CEO's with various administration duties as follows;

- ✓ Making up files and folders for HR and service user records, meeting minutes, various charity related documents and records, funding applications
- ✓ Preparing various word and spreadsheet documents following the charities document control processes.
- ✓ Printing, photocopying and filing various documents and records
- ✓ Designing various promotional materials
- ✓ Archiving files
- ✓ Assisting with various other admin tasks as and when required
- ✓ Complete an Induction and subsequent Training
- ✓ Must read and comply with our Policies & Procedures in relation to Safeguarding, Child Protection, Data Protection and Equal Opportunities.
- ✓ Ensure they have up to date knowledge of Dover Smart Project and our work in the community
- ✓ To be a first point of contact for the CEOs

Founded in 2013 to provide opportunities for disadvantaged children, mainly Young Carers, living in Dover to take part in a wide range of creative activities and experiences to boost their confidence, enhance their wellbeing, raise their aspirations and widen their outlook on the world. With a small pot of funding the charity started running groups for Young Carers aged 5 to 18, so they could support children like Amy, who came to Smart when she was just 11 years old. She was caring for her brother with learning difficulties and her mum who has a heart condition. Amy was an exhausted, withdrawn young girl, who was struggling at school. With the help of Smart giving her the opportunity to relax and just be a child for a few hours a week, she now attends university where she is chasing her dream of being a Vet.

As the charity evolved it began similar work with other age groups, setting up a weekly group for older people who may be isolated in the community and those living with a dementia, like Michael who is living with the advanced stages of



Alzheimer's disease. His wife Sarah cares for him and they both come along to our group, it has given them new friendships, relaxation through the art activities they take part in and confidence to be part of their community so Michael can live well with his condition.