



JOB DESCRIPTION

POST TITLE	Smart Volunteer Administrator
ISSUE DATE	20/10/2023
REPORTING TO	Chief Executive Office – Laura

Main Areas of Responsibility

- To provide general administrative support to the CEO as directed.

Key Roles and Responsibilities

- To provide support with various administration duties including;
 - ✓ 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

Skills Required

- ✓ Good IT and typing skills
- ✓ Experience of word processing including Word for Windows and Excel
- ✓ Good organizational skills
- ✓ Ability to work as part of a team
- ✓ Good communication skills
- ✓ A professional approach
- ✓ Communicate effectively
- ✓ Ability to work on your own and as part of a team.
- ✓ Manage your time effectively.
- ✓ Work to the best of your ability
- ✓ Willingness to learn new skills
- ✓ Must hold an enhanced DBS issued within the last 2 years (unless 16 or under).

Personal Qualities

- ✓ Reliable and Dependable
- ✓ Be compassionate and understanding
- ✓ Be a good team and lone worker demonstrating loyalty, respect and commitment to our charity
- ✓ Be sensitive to the needs of our service users
- ✓ Have an outgoing and confident personality.



- ✓ Confidentiality in accordance with our data protection policy.
- ✓ Good time keeping

Experience Required

- ✓ Knowledge of the Dover smART project.
- ✓ Complete 'An Introduction to Safeguarding Children' online training via Kent Safeguarding Children Board.
- ✓ Be confident in asking if you need clarification

Hours: 4 hours a week, days to be agreed with the suitable candidate

Base: The Gallery in Bench Street in Dover