

# Stafford District Voluntary Services



## JOB DESCRIPTION

This Job Description is indicative only, and does not form part of the Statement of Terms and Conditions or Contract of Employment of the post holder.

<b>Job Title:</b>	Administration Worker (Volunteer Centre)
<b>Base:</b>	131-141 North Walls Stafford ST16 3AD
<b>Employer:</b>	Stafford District Voluntary Services
<b>Hours of work:</b>	9.5 hours per week, worked flexibly to meet the needs of the Volunteer Centre.
<b>Salary:</b>	£3,823 for 9.5 hours per week As per NJC Scale SCP 12 (2008/09 rate).
<b>Responsible to:</b>	Volunteer Centre Manager.
<b>Responsible for:</b>	
<b>Term:</b>	The post is fixed-term, funded until 31 <sup>st</sup> March 2010 in the first instance.
<b>Terms and Conditions:</b>	All terms and conditions are in accordance with the standard terms and conditions of employment of Stafford District Voluntary Services. Details of these can be found in the Employee's Handbook and in the individual Statement of Terms and Conditions of Employment.
<b>Special Conditions:</b>	Local travel may be required, for which mileage allowance or public transport costs will be paid.
	The 9.5 hours can be worked flexibly according to the needs of the Volunteer Centre staff and the employee.
<b>Date this Job Description was last reviewed:</b>	16 <sup>th</sup> June 2009



# Stafford District Voluntary Services

## **JOB SUMMARY**

To provide administrative support to the staff and volunteers of the Volunteer Centre Stafford.

All duties will be carried out with the guidance of the Volunteer Centre Manager and the Assistant Manager.

*The job description as described will be reviewed on a regular basis to respond to any changing needs of the post.*

## **Details of Duties:**

1. Provide administrative support to ensure the Volunteer Centre Stafford is run effectively and efficiently.
2. Deal with enquiries and maintain the office diary.
3. Maintain V-Base and assist with the production of reports.
4. Assist with the production of marketing and publicity materials, and attend local events as required.
5. Undertake relevant training to maintain skills and knowledge necessary for this post.
6. Comply with all SDVS policies and procedures and with all relevant legislation.
7. Carry out any other duties, commensurate with the rate of pay and grading, as may from time to time be assigned by the Executive Committee of SDVS.



## Stafford District Voluntary Services PERSON SPECIFICATION:

<b>Experience</b>	<i>Essential</i>	<i>Desirable</i>	<i>Advantageous</i>
Working in an office environment	X		
Busy and pressured work environment	X		
Working unsupervised using own initiative	X		
Working in a small team		X	
Working with volunteers			X
Use of MS Office systems or similar	X		
Use of MS Publisher or similar DTP			X
Use of databases or V-Base		X	
Customer care	X		
Work (including volunteering) in a voluntary or community organisation			X
<b>Knowledge &amp; Understanding</b>			
Office procedures including use of ICT systems	X		
Voluntary sector organisations			X
<b>Skills &amp; Abilities</b>			
High-level organisation & coordination	X		
Effective communication with a wide range of differing people and organisations	X		
Numeracy and literacy	X		
Use of ICT systems	X		
Use of Microsoft Office or equivalent	X		
Specific ability in use, creation and maintenance of databases		X	
Work on own initiative and be self-motivated	X		
Work unsupervised to meet agreed targets	X		
Work to specific instructions	X		
<b>Training &amp; Qualifications</b>			
ECDL/CLAIT or similar qualifications			X
Evidence of ongoing and continual professional development		X	
Demonstrable willingness to develop skills and abilities	X		
<b>Other</b>			
Commitment to the values and ethos of the Third Sector	X		
Commitment to equality of opportunity and confidentiality	X		
Demonstrable commitment to continuing professional development	X		

The specification is used as follows: All candidates must demonstrate ALL essential criteria in order to be short-listed for interview; the presence of desirable and advantageous criteria will further advantage candidates and aid our short-listing process. Interview questions and procedures are conducted to bring out all these criteria (i.e. you will be asked to demonstrate/prove these criteria).