



Volunteer Administration Assistant

Task Description

This task description has been designed to assist you to be clear about what you are being asked to do while volunteering with Newhaven Fort. It is intended to act as a guide and will not cover every detail of your role.

Your task description will be regularly reviewed with your named supervisor and it is there to try and ensure that you are not asked to do anything unreasonable, or that you are not qualified, or have not been trained to do.

If you have any queries about this task description, please raise them with your supervisor.

Main Tasks	<ul style="list-style-type: none">• Helping with publicity mail outs, this will include collating and labelling envelopes• Inputting visitors contact details and voucher redemption information on databases.• Translating visitor & publicity materials.• Designing materials/visual aids etc. for visitors who may be partially sighted, deaf.• Assisting with all Fort social media output – e.g. website, Facebook and Twitter• Designing & setting activity quiz trails.
Supervisor	Kath Dudley
Date of Last Review	15/09/16

Role specification

- Willingness to attend regular meeting with supervisor and on-going training.
- Need to listen to and follow clear instructions for the supervisor.
- Volunteers in this role need to be keen to work in a team
- Training in all the basic tasks in this role will be given to all administration assistant volunteers.
- Possible further training opportunities related to this role can be discussed.
- Any previous experience of using Microsoft Access or Excel would be useful, but this is not essential.
- Knowledge & understanding of the benefits of social media, but this is not essential.