



Volunteer Administration Assistant role description

The role of the Spotlight YOPD Administration Assistant is to:

- Ensure the efficient functioning of the charity by maintaining workplace functions and handling administrative tasks.
- Support the Charity Secretary in ensuring compliance with statutory and regulatory requirements.

Reports:

- To the Charity Secretary and works closely with the Chief Executive Officer.

Specifically:

1. Communications - monitoring organisational emails and responding/forwarding as necessary. Facilitating communication and coordinating between the Executive team and the Board of Trustees.
2. Scheduling and calendar management - arranging meetings, appointments, and travel. Maintaining calendars for the Executive team.
3. Document preparation - creating and formatting documents (reports, presentations, etc.). Proofreading and editing materials.
4. Data entry and record keeping - inputting data into databases or spreadsheets. Maintaining accurate records.
5. Social media - supporting the Chief Executive in ensuring regular, high-quality and creative outputs.
6. Fundraising – assisting with tasks such as data entry, donor acknowledgment, mailings, event registration, online donations, and donor inquiries.
7. Financial administration - processing invoices and expenses.
8. Event Coordination - organising company events or meetings.

Qualities

- Organisational skills: ability to manage schedules, files, and being organised to stay on top of tasks.
- Communication skills: ability to communicate clearly and interact with the Board, Executive team and volunteers.
- Time management: ability to prioritise tasks and meet deadlines, demonstrating effective time management to ensure smooth operations.
- Diligence: ability to handle paperwork, data entry, and other critical tasks by paying attention to detail to prevent errors.

- Problem-solving: being resourceful and able to find solutions.
- Tech proficiency: familiarity with office software (e.g., Microsoft Office, Google Workspace) and basic troubleshooting skills.
- Adaptability: ability to handle unexpected situations and adapt to change.
- Discretion: The ability to maintain confidentiality and handle sensitive information.

This role is unpaid and part-time, estimated at 1-2 days per month. You will be reimbursed for reasonable and properly documented expenses which you incur in performing the duties of your office, in accordance with the Spotlight YOPD Expenses Policy.