

# Administrator

## AuDHD UK

Location: Remote (UK-based preferred)

Reports to: CEO

Commitment: Flexible, part-time (details negotiable)

Role: Unpaid volunteer position

Purpose: To provide essential administrative support for AuDHD UK, ensuring smooth day-to-day operations, efficient communication, and accurate record-keeping to help the charity deliver its mission effectively.

## Key Responsibilities

### Email Management

- Monitor and manage the charity's main inbox, responding to enquiries and prioritising safeguarding concerns for urgent attention.
- Forward emails to relevant team members and maintain confidentiality at all times.

### Referral Handling

- Process low-risk and non-complex referrals, ensuring accurate data entry and timely communication with beneficiaries, staff, and volunteers.
- Maintain clear records of referral outcomes and escalate complex cases as appropriate.

### Scheduling

- Coordinate calendars for meetings, appointments, and events.
- Send out meeting invites, reminders, and follow-up communications to staff, volunteers, and external partners.

### SOP Documentation

- Draft, update, and maintain Standard Operating Procedures (SOPs) for key

administrative and operational processes.

- Ensure version control, accuracy, and accessibility of all documentation.

#### Additional Duties

- Support with minute-taking at meetings and circulate action points.
- Assist with data entry, file management, and other general administrative tasks as required.
- Contribute to process improvements for greater efficiency and clarity.

## Essential Skills & Attributes

- Strong organisational and time management skills.
- Excellent written and verbal communication abilities.
- High attention to detail, especially in documentation and version control.
- Ability to handle sensitive information with discretion and professionalism.
- Proficiency with email, scheduling tools, and document management systems.
- Commitment to AuDHD UK's mission and values.
- Lived experience of AuDHD or neurodivergence (desirable).

## Time Commitment Estimate

- Email management: 4-6 hrs/week
- Referral handling: 1-2 hrs/referral
- Scheduling: 2-3 hrs/week
- SOP documentation: 2-3 hrs/procedure (as needed)

## Mission Alignment Requirements

All applicants must demonstrate:

- Understanding of AuDHD UK's core purpose.
- Commitment to volunteer-led service delivery.
- Adherence to safeguarding and ethical guidelines.