

## **Administrative Assistant for ShowerBox**

**16hrs, flexible, WFH**

### **Role Overview:**

With this new brand role of Administrative Assistant at ShowerBox, you will play a vital role in ensuring the smooth operation of our projects in London and Birmingham, as well as future shower services. Your contributions will support our showers by providing essential administrative support, recruiting and onboarding volunteers and managing our social media accounts.

### **Background of ShowerBox:**

ShowerBox, launched in 2018, is an exciting, small charity with big ambitions. We have a vibrant, dedicated bank of volunteers who help us to deliver the best possible shower services for our guests each week, in support of their physical and mental health. Alongside providing clean, hot showers, we offer toiletries, underwear, hot drinks and the sense of community at our weekly services.

**Position:** Part-Time Administrative Assistant

**Responsible to:** Sarah Lamptey, Founder

**Location:** Mostly WFH, very occasionally travelling to London and Birmingham

**Hours:** 16 hours per week (part-time), flexible

**Salary:** £15ph

### **Key Responsibilities:**

**Communication:** Handle correspondence, including emails and phone calls, ensuring prompt and professional responses.

**Document Management:** Organise and maintain files, records, and documents, both physical and digital. Record weekly data from the London and Birmingham projects which we may use to secure funding and track our progress.

**Social Media:** Lead on social content creation and engagement.

**Coordinate Donations and Ordering:** Ensure each shift is well stocked with all necessary items and lead on the ordering in of new items.

**Partnership Liaison:** Liaise with brands to secure and maintain sponsorship, and when necessary, with our site hosts regarding the project.

**Volunteer Recruitment:** Support with volunteer recruitment, onboarding and training.

**Qualifications:**

**Experience:** Proven experience as an administrative assistant or in a similar role and ideally, experience with recruiting volunteers. Experience within one or more of the following sectors would be advantageous: administration, voluntary sector, social-work, social-care and experience of working with vulnerable adults/people facing homelessness.

**Skills:** Strong organisational abilities, excellent communication skills, proficiency in Microsoft Office Suite and social media content creation experience.

**Attributes:** If you're a self-motivated, well-organised, caring team-player who wants to make a real difference, this might be the right position for you.