##

## Job Description

**Role:** Administrative Assistant

**Reports to:** Volunteer Manager

**Location**: St. Pauls, Bristol

**Job purpose:** The Admin Assistant is responsible for supporting One25’s volunteer manager with all aspects of the administration of volunteering.

**Job accountabilities**

* To carry out administrative tasks relating to volunteers supporting the delivery of One25’s services.
* Assist with volunteer related emails, databases, recruitment, inductions, training, events and feedback.
* To support with the organisation of volunteer rotas, actively seeking appropriate and full teams for shifts
* To provide cover for the volunteer manager whilst out of the office
* Any other duties that reasonably fall within the remit of the role.

**Person Specification:**

* Knowledge of effective administrative systems
* Highly organised and able to plan, manage and deliver multiple tasks, deadlines, and demands effectively.
* Proficient in Microsoft 365 (Word, Outlook, Excel, PowerPoint, Forms, One Drive, SharePoint, Teams).
* Good understanding of boundaries and confidentiality, data protection and GDPR
* Excellent written and oral communication skills and able to build and maintain positive, professional relationships internally and externally
* Strong attention to detail
* Flexible, pro-active with a can-do approach to problem-solving
* A genuine commitment to One25s values and to supporting marginalised women
* Willingness to work outside usual hours occasionally.