Post: **Volunteer Administrator- Part Time**

Location: St Pauls Learning Centre - 94 Grosvenor Rd, Bristol BS2 8XJ

**Are passionate about supporting your community? A team player? Organised, I.T. literate and up for a challenge?**

**CCBED** are a Bristol based social enterprise organisation that provides a supported route into enterprise and employment for individuals aged 19 years and over. We are innovative and impactful organisation focussed on empowering individuals to achieve their professional aspirations and realise their economic potential, regardless of their background or experience to date. Join us to work towards co-creating economic and social value in Bristol.

**The Role:**

* Answering telephone calls, sending/responding to emails and updating social media
* Ordering and maintaining stationary and office equipment
* Printing and photocopying
* Assisting with learner enrolment and registration for courses
* Inputting information into spreadsheets
* Booking and arranging meetings and training sessions
* Minute taking

**Ideally you will have:**

* Experience of working in administrative setting
* Excellent verbal and written communication, time management and people skills
* Competence with I.T. systems
* The ability to work independently
* An understanding of and commitment to promoting equality and diversity
* Ability to work flexibly to meet the business needs

**Application:**

If you are interested to know more or would like to apply,send a completed application and a covering letter to aliubello@c-cbed.org

We look forward to hearing from you