

FND FrieNDs, Bradbury House, Wheatfield drive, Bradley Stoke, Bristol, BS32 9DB.

Web: [www.fndfriends.org](http://www.fndfriends.org), Email: fnd.friends@yahoo.com, Tel: 07834739370 / 07955211761.

**Reg Charity No: 1176608**.

 *Job title: office administrator*

*Reports to : office manager*

*Hours: 15 hours per week*

*Salary: Volunteer*

*Outline of charity: FND FrieNDs is a patient support group set up by people with FND for people with FND. Our aims include: -reducing isolation -to demonstrate that people are not alone -to work with healthcare professionals to improve relationships with those who have FND -to create a central point of contact upon diagnosis. 25% of everybody who goes through neurology are diagnosed with FND, second to migraines and headaches.*

*FND FrieNDs have the only office/ drop in centre in England. We offer support to those suffering with functional neurological disorder throughout the south west. We offer meet ups across towns, villages and cities. We also offer craft days at our office on a Tuesday.*

*We are looking for an organised, efficient and proactive office administrator to help with the day to day running of the office.*

*Main duties:*

 *administration support to office manager: general administration. Database management and letter writing as required by the office manager*

*Assisting with the induction process of volunteers in the office*

*Writing off procedures and policies*

*Required skills:*

*Strong administration background. Role may suit someone with office admin experience*

*Ability to prioritise workload effectively for smooth running of the office*

*Organised, efficient and proactive approach.*

*Ability to think on your feet and problem solve*

*Flexible attitude and appreciation that everyday can be different*

*Drive and enthusiasm and strong commitment to the charity cause*

*The ability to relate to the people who suffer with FND and appreciating the daily challenges they face*

*Computer literate with extensive experience using all Microsoft applications*

*Rewards and benefits:*

*Fulfilling role in the charity sector*

*Free onsite parking*

*Expenses paid*

*Hours of work:*

*The office is open from 10:00-16:00*

*Hours off work will be flexible for the right candidate*

*Closing date:*

*30/04/2019*

*To apply for this role email your CV and cover letter to Kevin Clark*

*Kclark451@yahoo.co.uk*

*07955211761*



Kevin Clark

Chairman/Trustee

FND FrieNDs