

VOLUNTEER COORDINATION ADMINISTRATOR NEEDED

The David Lean Cinema is seeking a person for the part-time administrative role of supporting the Volunteer Co-ordinator. We are looking for a well-organised person with good administrative skills. We would be very pleased to have an informal discussion with anyone interested in applying for the position.

The role includes all aspects of supporting the management of our team of around 70 volunteers – record-keeping, communications, assisting with the monthly rota and assisting with arranging events such as training sessions.

Initially, the post is for 5 hours a week at the rate of £11.05 per hour. We are looking for someone who could ideally start from September.

If interested, email the current Volunteer Co-ordinator Heather Hardie at heather.hardie@davidleancinema.org.uk Applications close August 15, 2022.

JOB DESCRIPTION

The main tasks are:

- understanding the various volunteer roles
- compilation and maintenance of up-to-date records and other documents
- communicating with volunteer applicants, existing volunteers, the cinema committee and others as required
- responding to queries from volunteers and colleagues, as appropriate
- attending meetings as appropriate
- assisting in compiling the monthly volunteer schedule

The hours are spread over the week rather than concentrated in one day, and vary from week to week through the year. The work is largely home-based.

Ideally, you would be well-organised, able to use your initiative, understand confidentiality, and have an eye for detail, good admin skills and good computer skills. You should be familiar with Excel (though not the mathematical functions).