

ARUN SUNSHINE GROUP

JOB DESCRIPTION

Job title:	Assistant Sessions Worker
Salary:	NJC Scale 2 Point 12 ... £16123.00 (pro rata)
Hours:	5 hrs per fortnight
Leave:	25 days pro rata

Reporting to: Project Leader

THE POST HOLDER WILL BE SUBJECT TO DICLOSURE AND BARRING (DBS) CHECKS.

Purpose of the Job

To assist and fully support the Project Leader in all aspects of administration and sessions work as required.

Main Duties

- 1) To provide general administrative support to the Project Leader.
- 2) To type and word-process various documents and electronic information.
- 3) To help manage, organise and update relevant data using database applications, ensuring that all information is entered correctly.
- 4) To carry out a regular review of all ASG policies and procedures...including Disclosure and Barring checks and update where required.
- 5) To provide reports and statistics for funders and to provide relevant information in support of the Trustees fundraising activities.
- 6) To complete other relevant administrative tasks and undertake any other reasonable duties as may be required by the Project Leader and the ASG Board of Trustees.
- 7) To help publicise and promote the role of the Charity and to ensure that timely and clear information about the services are widely disseminated.
- 8) To oversee sessions, including outings in the event of absence of the Project Leader.
- 9) To undertake training, as appropriate.

- 10) Maintain confidentiality at all times and uphold the Equalities policy of the Charity.

Personal Specification

Skills and experience

- Previous experience in an administrative role including general office duties, e.g. filing, photocopying etc.
- Good written and verbal communication skills.
- Confident attitude to using computers and IT issues in general, with a proven working knowledge of using Microsoft Word packages, using email and the internet.
- Ability to compose letters and other documents with minimal supervision.
- Attention to detail.
- Ability to act on own initiative and prioritise own workload.
- Empathy with the aims and objectives of the group.

Personal qualities

- Flexible / Accommodating.
- Friendly and approachable.
- Understanding of issues of confidentiality and capacity for discretion.
- Team player with ability to 'get on with the job' without being overly supervised.