

Office Assistant – Blackdown Support Group

- Minimum 4 hours per week, preferably Monday 9am-1pm.
- Some flexibility to cover staff holidays/sickness would be desirable.
- This role is initially a 6 month fixed term contract with the possibility of being extended to a permanent position.
- Rate of pay £8.21 per hour

The Blackdown Support Group is a well-established local charity, working from premises within the Blackdown Practice in Hemyock. We feel passionately that the work we do is critical in improving the independence, health and well-being of many local people, particularly those who are experiencing poor health or times of difficulty. Our activities are co-ordinated by a team of 3 part time staff and overseen by a board of Trustees working closely with the Practice management team. We are now seeking to expand our office team.

Office Assistant main duties and responsibilities will include:

- Answering the phone, taking messages, meeting and greeting visitors as required
- Photocopying and filing
- Managing office correspondence, managing member subscriptions and maintaining contact databases in line with GDPR
- Producing mailmerges for large scale correspondence and co-ordinating client attendance lists for social activities/groups
- Monitoring and ordering stationery as required
- Administration relating to the charity vehicle and wheelchairs
- Processing volunteer expenses
- Maintaining basic financial spreadsheets, producing invoices, banking

During holidays or busy periods the Office Assistant may also be required to manage the office booking line and fulfil client transport requirements.

Key skills/experience:

The successful candidate must have a sympathetic, patient, warm and friendly personality and the ability to build relationships with people who may be vulnerable or experiencing difficulty of some kind. You will be highly organised, efficient, hard-working, discreet, able to use your initiative and to think on your feet in a busy office environment. We are seeking a candidate who will take ownership of their role and offer ideas on how we can improve our office processes. You must be familiar with MS Office Word and Excel, some experience of managing databases is also desirable although training will be provided on our in-house system.

An excellent telephone manner is a must.

Please apply in writing with your CV and a cover letter highlighting any relevant experience and skills and explaining your interest in working for our organisation. You should address applications to Vicky Norton, Chair, The Blackdown Support Group, c/o The Surgery, Station Road, Hemyock, EX15 3SF or email them to bsg.elizabeth@nhs.net.

The successful candidate will be asked to provide 2 references and to complete a DBS check. Closing date is Friday 14th June, interviews will take place w/c Monday 24th June