

Richmond upon Thames Council for Voluntary Service (RCVS)

Job Description

Job Title:	Team Assistant
Hours of Work:	21 hours per week, primarily based at our office in central Richmond. Working pattern to be agreed but to include Fridays. (Includes occasional unsocial hours for which time off in lieu (TOIL) will be given in line with Richmond CVS's TOIL policy.)
Accountable to:	The Director, Richmond CVS

Objectives of role

To provide administrative and communications support to assist the day-to-day running of Richmond CVS. This role would suit someone with a high degree of digital literacy and who enjoys working in a small team in a fast-paced and varied environment.

Main duties and responsibilities

- To support the Richmond CVS team in the day-to-day running of the charity.
- In conjunction with other members of the team, to deal with telephone and email enquiries and to take and pass on messages quickly and accurately.
- To support the Communications and Admin Officer in her role, including the production of newsletters using Mailchimp, with social media communications and in updating the Richmond CVS WordPress website.
- To assist the team in the administration of their training and events using Eventbrite, sending joining instructions and dealing with queries from participants.
- To assist the team with running training and events using video conferencing platforms such as Zoom.
- To assist the Volunteering Services team with volunteer registrations and answering simple enquiries from volunteers.
- To provide administrative support to colleagues at a range of internal and external meetings taking notes if required and supporting the preparation of presentations.
- To establish and maintain effective working systems, including monitoring and evaluation for reporting.
- To maintain office supplies and liaise with suppliers as required
- Be aware of and adhere at all times to the organisation's policies and procedures, including the equal opportunities policies and with due regard for health and safety.
- Understand and promote the priorities, activities and best interests of the organisation, and of the local voluntary and community sector.
- Engage in training and personal/professional development opportunities as required in relation to the role
- Work flexibly and be available for occasional out-of-hours working as appropriate.
- To undertake any other duties in line with the post's remit and responsibilities as required