



ASSIST Sheffield

Administrative Worker Job Description

Job Title:	Administrative Worker
Responsible to:	Office Coordinator
Hours:	35 hours (Flexible working/Job Share considered)
Salary:	Real Living Wage £17,290 (Initial 12 month contract)
Holidays:	25 days plus Bank Holidays
Location:	Victoria Hall Methodist Church, Norfolk St, Sheffield

JOB PURPOSE

To give administrative support to staff and volunteers to enable ASSIST's support to asylum seekers to be delivered effectively and to help with the smooth running of ASSIST's office base

MAIN DUTIES/RESPONSIBILITIES

Communications

- Responding to and screening incoming communications by phone, email and post, including enquiries from volunteers, supporters, clients, other organisations/agencies and members of the public.

Finance

- Recording and banking donations of cash and cheques through the office
- Processing and recording expenditure, including expense claims, accommodation payments and invoices
- Processing and overseeing the delivery of welfare payments to service users and administration support for the welfare process

Office Administration

- Administrative and ICT support for volunteers accessing the office space and facilities
- Maintenance of the office space, office systems and environment
- Supporting all administrative aspects of the volunteer recruitment process
- Booking volunteers for training events on ASSIST's contact database (CiviCRM)
- Administrative support for ASSIST's services, as required

- Maintaining ASSIST's electronic and paper records including accommodation, supporter, volunteer and client records
- Overseeing volunteer rotas

Other

- Other appropriate tasks as required by the organisation