

**Role Description - Administrator**

|  |  |
| --- | --- |
| **Role Title:**   | Administrator |
| **Day & Time:**  | 4 hours per week (day to be agreed) |
| **Aims of Volunteer Role:**   | To provide administrative support |
| **Reporting to:**  | Training Manager |
| **Primary Base:**  | Highcliffe House, Highcliffe Court, York, YO30 6BP |

**Main Responsibility:**

To provide general administrative support to assist with the smooth running of the organisation, primarily working within our training function

**Tasks:**

* Photocopying and Scanning documents
* Preparing papers for training sessions
* Updating Spreadsheets using Microsoft Excel
* Inputting Data
* Updating/developing training marketing materials
* Collating and checking invoices
* General administration support

**Skills Required:**

* A friendly and approachable manner
* Ability to use Microsoft Office Word, Excel and Outlook
* Ability to use basic office equipment including photocopier/scanner/shredder
* Ability to communicate with external organisations
* Ability to take messages
* Empathy with/awareness of mental ill-health
* Good communication skills
* A professional approach

**Boundaries of Role:**  To work within York Mind confidentiality policy.