

### **Role Description - Administrator**

<b>Role Title:</b>	Administrator – Action towards Inclusion
<b>Day &amp; Time:</b>	4-6 hours per week (day to be agreed)
<b>Aims of Volunteer Role:</b>	To provide administrative support to the project team
<b>Reporting to:</b>	Project Lead
<b>Primary Base:</b>	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 Action Towards Inclusion project. The project helps people with mental health issues get into employment and work search.

#### **Tasks:**

- Photocopying and Scanning documents
- Responding to external enquiries
- Uploading data on project database
- Updating Spreadsheets using Microsoft Excel
- Inputting Data
- Quality Assurance checks
- Collating and checking invoices
- General administration support

#### **Skills Required:**

- A friendly and approachable manner
- Ability to use Microsoft Office Word, Excel and Outlook and databases (Training will be provided for our database)
- Ability to use basic office equipment including photocopier/scanner/shredder
- Ability to communicate with external organisations
- Ability to take messages and follow up on enquiries
- Empathy with/awareness of mental ill-health
- Good verbal and written communication skills
- A professional approach

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