

Volunteer Office Assistant Role Description

Based at: LinkAge Network office; in addition, there may be opportunities to support community events at different locations around Bristol

Hours and days per week: See job advert

Length of engagement: See job advert

You will provide general office and administrative support to the LinkAge Network team working in a busy, friendly office environment.

The main tasks are:

- Answering the telephone and dealing with email enquiries, passing these on to LinkAge Network colleagues as necessary
- Organising filing systems and the office
- Preparing mail-outs
- Inputting data and record keeping
- Participating in meetings and circulating notes of main action points
- Maintaining stationery stock and other office supplies
- Assisting in the organization of events
- Keeping the office tidy and organized

Persona qualities and skills:

- Good communication skills (written and verbal)
- Reliable and practical
- Organised and methodical
- Good at problem solving
- Good attention to detail
- Positive and cheerful attitude; happy to help with any task
- Able to organise and prioritise own workload, taking the initiative
- Understand the importance of equality and diversity; promoting a positive concept of ageing
- Good IT skills: able to use the internet for research purposes and working knowledge of MS Office, including Word and Outlook

The above are the main tasks, skills and qualities required for the role however is not an exhaustive list.