



Bournemouth Council for Voluntary Service

Registered Charity No: 1081381
Company Reg'd in England and Wales No: 4024662
Registered Office Boscombe Link; 3-5 Palmerston Rd
Bournemouth; BH1 4HN; Tel/Fax 01202 466130

Job Description

Job Title -	Administrator
Responsible to –	Bournemouth and Poole Volunteer Centres Manager
Hours -	22 ½ hours per week
Salary -	NJC Point 14
Contract -	Temporary until 31 st March 2011 in the first instance
Location -	The offices of Bournemouth Council for Voluntary Service, Boscombe Link, 3-5 Palmerston Road, Bournemouth and at other venues when required.
Purpose of post:	To undertake reception and administration duties

Main duties and responsibilities

- Respond to enquiries from prospective volunteers in person, by e.mail or telephone, providing information on appropriate volunteering opportunities and if necessary booking appointments for interviews.
- Deal with filing, post, photocopying, faxing and general office duties. Monitor and respond to e-mails.
- Liaise with Job Centre and book appointments for referred clients.
- Follow up referrals to placements to check progress and complete associated paperwork and electronic records. Prepare invoices and liaise with finance officer to generate payments.
- Produce, distribute and update Voluntary Vacancies Bulletin and maintain an accurate mailing list. Upload Voluntary Vacancies Bulletin to the website.
- Maintain databases inputting organisational and volunteer information. Ensure all organisational records and contact details are kept updated.
- Send out evaluation forms and collate results
- Help with marketing and publicity materials and ensure stocks are maintained.
- Assist with organisation of conferences, meetings and events as required.
- Attend meetings as required.
- Comply with all decisions, policies and standing orders of BCVS and any relevant statutory requirements

Joint responsibilities

Teamwork is essential to the smooth running of the Bournemouth CVS and all members of staff are required to play an active part. Duties include helping to maintain cover of the office and dealing with calls from service users, members and other agencies. The Volunteer Centre Administrator is required to follow all organisational policies and procedures and work in partnership with the team to ensure that the organisation meets the requirements of contracts and other funding arrangements.

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility. It is expected therefore that the post holder will undertake any other duties that may be assigned by line management commensurate with the grading of the post.

Date last reviewed: August 2010