



Volunteer Role Description

General Administrator

About Administration

Administration plays a critical role in how the ETME operates. It is important that the front facing work is underpinned by effective operating administration practices and systems.

Role	General Administrator
Hours	As agreed with ETME Manager
Location	Eling Tide Mill, Eling Lane, Eling, SO40 9HF.
Responsibilities	
<ul style="list-style-type: none"> To offer direct administration support to the ETME Manager and team To assist with replenishing forms, completing or accepting delivery of orders, drafting letters, answering phones, scheduling meetings, taking minutes supporting the development of reports, promotional materials, etc. Support the aims and visions of the Eling Tide Mill Experience. To check the List of Tasks for volunteers on each visit and carry out as many as is practical/possible that shift. Actively promote the Eling Tide Mill Experience to new and returning visitors. 	
Purpose of Role	
<ul style="list-style-type: none"> To assist with the smooth running of the ETME through providing efficient, vital, back room support to the Manager and wider Team. 	
Skills Needed	
<ul style="list-style-type: none"> Can do attitude Good communication and interpersonal skills IT (Word, Excel and scanning) or willingness to learn Team work. Ability to use own initiative Flexible and adaptable. Willingness to muck in when needed. 	
Requirements	
<ul style="list-style-type: none"> Participate in the induction and training required to meet health & hygiene legislation and any other relevant training. Participate in supervision sessions with designated buddy or line manager Together with all other agreed policies and procedures of the Totton & Eling Town Council comply with the Health & Safety policy ensuring everyone's HAS needs are met. To adhere to the Volunteer agreement, and Volunteer Policy. To comply with, and implement, the Equal Opportunities Policy and procedure. 	
What do Volunteers Get	
<ul style="list-style-type: none"> To be a part of a fantastic supportive team of paid and voluntary personal from all walks of life. Access to training and new skill development Experience and a reference for job applications & CV's 25% discount on food and drink in the Mill Cafe when on duty 	