

**WLET**  
**JOB DESCRIPTION**  
**ADMINISTRATIVE ASSISTANT**

<b>Job Title</b>	Administrative Assistant
<b>Salary</b>	£10 per hour
<b>Hours of work</b>	10 per week
<b>Reporting to</b>	Project Development Manager
<b>Accountable to</b>	WLET Board



**JOB DESCRIPTION**

- Provide administrative support to the WLET Board including preparing meeting papers, agendas, minute taking and circulation of materials for meetings.
- Administration of the office budget as well as preparing orders for supplies and equipment as needed.
- Managing volunteer and staff leave calendar, arranging meetings, arranging staff and volunteer training, entering bookings and organising travel when required.
- Ensure policies and procedures are researched, updated and approved by Committee.
- Research and reporting on projects that the Trust wishes to undertake.
- Prepare and manage the WLET event diary and liaise with interested parties.
- Assist with the operation of the Old School building, opening up for groups and meetings as required, liaison with the cleaner, supporting volunteers, employees and visitors.
- Ensure routine maintenance and Health & Safety checks are carried out.
- Preparing and circulating marketing material.
- Responding to Facebook and other social media enquiries, and preparing materials to ensure the website is up-to-date.
- Filing, scanning and dealing with daily correspondence and responding to enquiries from the community and other agencies.
- Any other reasonable duties that may be required.

**WLET  
PERSON SPECIFICATION  
ADMINISTRATIVE ASSISTANT**

**The ideal candidate will be**

- Experienced in managing and organising a small office and providing administrative support to committees.
- Experienced in working as part of a team with a track record of working in a similar team environment.
- A good communicator, both verbally and in writing and have excellent interpersonal skills.
- Familiar with Microsoft Office or equivalent.

