



## **Charity work experience opportunity in Barnes**

### **Events and Administrative Support Assistant – part time**

FiSH Neighbourhood Care has a six-month part-time role for an individual interested in working for a charity helping older people. The role is that of a part-time events and administrative support assistant who will join the team to help to deliver its events and activities. FiSH is a charity helping older and vulnerable people in Barnes, Mortlake and East Sheen. Responsibilities will include admin duties, helping with event organisation, database entry and general office support.

Full job description and qualifications below.

Schedule: This is initially a 10 hour per week position, Monday-Friday with some scope for additional hours.

Salary: London minimum wage/hourly rate currently £11.05.

To apply: Please send a resume and covering letter by May 16<sup>th</sup> to [Director@fishhelp.org.uk](mailto:Director@fishhelp.org.uk)

Reports to: Director and members of the FiSH Management Team

Purpose: To support the team in the day-to-day operation of a small charity, specifically around regular activities and one-off events.

Location: Barnes Green Centre and other locations in Barnes and East Sheen.

Key Functions:

#### 1. Events and Activities:

- Phone members to confirm attendance at certain activities; liaising with the Transport Team as required.
- Assist managers with aspects of regular activities incl. community lunches, Retros Clubs, Talks, and FiSH Bridge
- Attend and oversees certain activities as a member of the FiSH team
- Set up rooms for various activities, configures/reconfigures areas, shift chairs, tables, and clear up after activities
- Organise all equipment, materials, literature and branding for regular activities and events
- Assist with accessible bus operations, acting as bus escort for outings and shopping trips

#### 2. Administrative Support:

- Make and receive phone calls to members, service users and volunteers
- Update Salesforce database pre and post certain regular activities
- Obtain shopping lists from clients with complex needs, liaise with volunteers, updates database
- Organise printing, photocopying, laminating, shredding and provide general office support
- Co-ordinate mailings - organise volunteers, prints labels, collate content, frank letters
- Distribute posters and publicity material to local outlets to promote the organisation

Qualifications:

Essential:

- A level/equivalent
- Confident use of Word, Excel and Internet
- Written and oral communication skills, including an effective telephone phone manner
- Ability to move equipment and furniture and assist frail members with limited mobility
- Interest in and commitment to supporting older and vulnerable people

Skills:

- Attention to detail
- Willingness to work as a team member with minimal supervision
- Ability to organise, set priorities and meet deadlines

Desirable:

- Knowledge of Salesforce or other relationship databases
- Interest in photography and social media
- Understanding of the geography of Barnes, Mortlake and East Sheen
- Car owner/driver

Training to be provided:

Moving and Handling; Dementia-friendly awareness; Safeguarding; Salesforce database training; instruction in the use of office equipment – pcs, projectors, printers, franking machines, phones.

During the placement advice if required can be provided with CV preparation, prospecting for charity jobs and interview practice. After the placement the individual will be provided with a reference and will have the opportunity to continue involvement in a volunteer capacity.

*We are an equal opportunity employer. We are committed to diversity and inclusion. We prohibit discrimination of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, pregnancy, or any other protected characteristic. We welcome applications from anyone who has the relevant qualifications and experience, regardless of background.*