# Job Description

# Volunteer Team Administrator

**Job title:** Volunteer Team Administrator

**Responsible to:** Operations Manager

**Location:** PAC-UK London office, Kentish Town

**Hours:** Part-time, flexible days and hours (ideally two days per week)

**Job summary:** To provide reception and administrative support to the service departments and Operations Manager

**CORE TASKS & RESPONSIBILITIES:**

* To provide a sensitive reception service, greeting clients and visitors, as well as providing telephone support.
* To provide administrative support including opening mail, franking and despatching mail at the end of the day, general typing, photocopying, scanning and email request handling as required
* To assist other members of staff as required and offer general administrative support to the Admin team as required
* To provide administrative cover on a flexible rota with other admin staff to ensure that evenings as well as day time opening hours are covered.
* Diary management, arranging travel, minute taking and general assistance when needed
* Carry out or participate in all such other tasks and activities compatible with the nature of the post as shall further the work of PAC-UK.

This post is subject to a standard DBS check.

Post holders must ensure that PAC-UK’s Equal Opportunities Policy and Procedure is adhered to.

To apply for this position please complete an application form on the PAC-UK website:
[www.pac-uk.org/vacancies](http://www.pac-uk.org/vacancies) and email your application to: leon@pac-uk.org

**Closing date for applications**: Open **Interview date:** TBC

*Please email PAC-UK's Operation Manager, Leon Elias:* *leon@pac-uk.org**if you have any questions about this role before applying.*