

ROLE SPECIFICATION

Role Title: ADMIN ASSISTANT

The Organisation:

Gosport Heritage Open Days (GHODs) is a self funding voluntary organisation which, as part of the national Heritage Open Days initiative, projects manages an annual event which, for 4 days in every September, sees some 60 heritage sites in Gosport opened to the public free of charge. In 2015 there were over 12,500 visitors. The tasks associated with arranging the event are conducted by a committee of about 16 people who are assigned to six working sub groups : Development, Events, Marketing, Funding, Projects and Web/IT. The work of these subgroups is pulled together at a monthly committee meeting.

All people involved are volunteers or input voluntarily to GHODs in the course of their employment with other organisations.

The Role:

Provide Admin support to the Secretary and to the 6 Sub Groups through assistance with:

Role Tasks:

- Development : Compilation and production of policy documentation
 Maintenance of the project plan
 Updating of the GHODs contact list
- Events: Compilation of the participating events list and details for Registration
- Marketing : Leaflet creation
 Maintenance of Advertising/marketing contact list
- Funding : Production of funding bids
 Upkeep of Funding Bodies list
- Projects: Preparation of reports relating to any current project management
- Website : The maintenance of the Website

Technical Skills Required:

- Proficiency in relevant IT programmes: Word + Excel (essential), Powerpoint + Publisher (desirable)
- Knowledge of website maintenance : Word Press (desirable)

Personal Attributes:

- Confident, personable and a good communicator.
- Willing to make own decisions when required.
- Flexible in both working practices and willing to take new ideas onboard

Commitment :

It is anticipated that the normal time commitment will need be between 4 – 8 hours per week. Additionally, the Administration Assistant may be asked to attend or feed a report into the monthly committee meetings (2 hours).

Induction :

In the first instance, the Administration Assistant may shadow the Secretary and Chair to familiarise with the work and organisational structure. Training in website maintenance will be available. Office sessions are scheduled weekly at the home of the Chair. Once confident, the Administration Assistant may prefer to work from their own home at a time which best suits them.