

## Job Profile – Administrative Assistant (Voluntary)

<b>Job Purpose:</b>	You will work as part of the reception team, assisting with general administrative duties and assisting with the smooth running of the Megacentre Rayleigh operations.
<b>Time Commitment:</b>	4 hours per week
<b>Core Tasks:</b>	<ul style="list-style-type: none"> <li>• Completing general administrative duties such as filing, photocopying, noticeboard upkeep</li> <li>• Undertaking banking duties for cash take</li> <li>• Additional administrative tasks as set by management</li> </ul>
<b>Experience &amp; Skills:</b>	<ul style="list-style-type: none"> <li>• Good written and verbal communication skills</li> <li>• Competent in use of IT software – e.g. Microsoft office suite</li> <li>• Good organisational skills</li> </ul>
<b>Opportunities:</b>	<ul style="list-style-type: none"> <li>• Support a charity making a difference in lives of parents, children and young people</li> <li>• Develop new skills and existing skills</li> <li>• Meet new people</li> <li>• Out of pocket expenses</li> <li>• Supervision, support and training</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• A belief in the cause of the Megacentre Rayleigh</li> <li>• A confident and articulate individual able to communicate effectively with others</li> <li>• A person who is sympathetic towards Christian values and is able to contribute actively to the aims, ethos and values of the MegaCentre Rayleigh.</li> <li>• A person who takes pride in seeing things well organised and enjoys having everything in its correct place</li> <li>• A person who is honest, reliable, hardworking and committed</li> <li>• A person who is able to work effectively as part of a team and under their own initiative.</li> </ul>

**Contact:** megastaff@megacentrerayleigh.co.uk  
01268 779100