



Admin Assistant – Job Description

Job Purpose

- To be the first line of contact to York Older People’s Assembly in a friendly and professional manner via all communication channels
- To provide efficient day-to-day administrative, financial and business support for YOPA trustees

Main duties and responsibilities

1. provide day to day administration of the Assembly, assisting the Chair and Executive Committee in undertaking their responsibilities.
2. To deal with all enquiries and requests for information from older people, statutory bodies and other agencies in respect of the work of the Assembly.
3. To establish and maintain adequate record systems, both paper based and electronic, to ensure the Assembly functions smoothly.
4. To maintain and update membership records ensuring that mailing of information to members, statutory organisations and others is handled efficiently, ensuring GDPR compliance.
5. To undertake general publicity on behalf of the Assembly, contributing to the production and distribution of the regular newsletter and other promotional material.
6. To attend and minute meetings as required.
7. To maintain financial accounts as requested by the Treasurer, including oversight of any petty cash.
8. To manage all correspondence (telephone, email, surface mail), receiving and sending correspondence as required.
9. To act as clerk to the Executive Committee, including: take minutes and circulate these and other relevant papers; maintain complete electronic and paper files relating to the governance of YOPA; arrange meeting venues etc.
10. To maintain awareness of the development of policies and practices by local organisations and central Government which impact on older people. To bring such information to the attention of the Executive Committee as necessary.
11. To undertake any other duties as may be reasonably required in relation to the effective functioning of the Assembly.

Details

Organisation: York Older People's Assembly

Salary: £10.50 per hour

Job type: Part time

Hours: 8 hours per week, some flexibility is required to cover meetings

How to apply:

Please email your application letter and CV to Mr James Cannon, Chair of York Older People's Assembly at YOPACHair@outlook.com

Closing date: 12th July 2021