

Job Description

Administrative Assistant

Role Description

Haxby & Wigginton Youth & Community Association is looking for a new member of the team to provide administrative support to our Community Services Manager, Youth Manager and the Board of Trustees.

The role requires excellent written and oral communication skills, the ability to prioritise effectively under one's own initiative and a genuine interest in providing excellent customer service. This is a varied role that relies on attention to detail and excellent organisational skills in order to support the day-to-day running of the charity. Experience of using social media, minute taking during meetings and the ability to plan and create publicity materials would be advantageous.

The role is for an initial six-month probationary period from June 2024 to December 2024. The role will report to the Community Services Manager and will be expected to provide support when required to members of the Board of Trustees.

Hours of work will be 3 hours per week, based in the office at Oaken Grove Community Centre, and can be mutually agreed. Hours will normally fall within our office hours (Monday – Thursday 10:00am – 2:00pm) but with the requirement to attend and minute our trustee meeting one evening every two months. At present, trustee meetings are held on a Tuesday evening from 7:30 – 9:00pm.

Haxby and Wigginton Youth and Community Association is an equal opportunities employer. Should you require any additional support during the application process, please contact the centre on 01904 769176. The centre is fully wheelchair accessible.

The role is 3 hours per week at a salary of £12 per hour, subject to annual reviews.

Key Tasks

- Effective note taking, preparation and distribution of minutes and actions following meetings.
- Support with publicity (designing posters and social media posts)
- Working with the Community Services Manager (and Youth Manager as required) to ensure HWYCA's website and social media pages are regularly updated, and create content for the monthly members' newsletter.
- Maintaining notice boards in the building
- Supporting the Community Services Manager with bookings and regular hirers
- Provide day-to-day administrative support to HWYCA and the Community Services Manager and Youth Manager, including dealing with booking enquiries, answering the telephone, replying to emails and enquiries.
- Assist the Community Services Manager in managing hirers' bookings and invoices.



Person Specification

We are seeking someone who is able to demonstrate a track record of being organised and working effectively within a small team. We are seeking someone with strong attention to detail who is comfortable working with online systems.

Applicants should be able to plan and create engaging content for newsletters and social media, and ideally have experience and understanding of social media.

Knowledge of online content creation systems such as MailChimp and Canva desirable but not essential, however confidence when using online applications is required.

Working Hours, Rate and Provision Structure

Rate of pay: £12.00 per hour

Responsible to: Community Service Manager

Hours: 3 per week, flexible

Person Specification Criteria / Demonstrated through

Essential

Proficient in all Microsoft programmes (Excel, Word) and Google applications (Docs, Sheets, Drive)	CV / Interview
Excellent written and oral communication skills	CV / Interview
Excellent organisational skills	CV / Interview
Ability to manage own workload and an ability to work well under pressure	Interview
Ability to plan and create engaging copy for newsletters and social media	Interview
Experience or ability to prepare agendas and minute formal meetings	Interview

Desirable

Experience of using social media	CV / Interview
Experience of using tools such as Canva and MailChimp	CV / Interview
Experience of dealing with members of the public	CV / Interview

How to Apply

Please email info@hwyc.co.uk with a copy of your CV and a covering letter explaining how you meet the person specification below.