

## **VOLUNTEER JOB ROLES**

- Job Title:** Healthy Living Admin Assistant
- Working hours:** 4 hours per week –  
Mon, 9:00am – 1:00pm or  
Mon & Tues, 9:00am – 11:00am
- Reporting to:** Healthy Living Department
- Location:** Rex House
- Main Duties:** To assist with the administration of the GO50, Walking for Health and “fit as a fiddle” projects including:
- Publicity material
  - Phone work – answering queries, booking participants, taking messages
  - Mailings
  - Photocopying
  - Computer work - entering registers, monitoring forms
- Desirable Skills**
- Experience in an office environment and admin support services
  - Good communication skills
  - Self motivated
  - Ability to work independently and as part of a team
  - IT literate