



## **JOB DESCRIPTION**

### **COMMUNITY ENGAGEMENT ADMINISTRATIVE ASSISTANT**

**Hours worked**      10 to 15 hours weekly

**Accountable to:**    Community Engagement Manager

**Location:**            Martin Snape House (Reception)

#### **Main Purpose**

To support the Community Engagement Team with administrative tasks, marketing and communications, meetings and events for the benefit of local voluntary and community organisations.

#### **1. Marketing and Communications**

- ▶ Using GVA's template, accurately source and collate information, images and photographs\* for each quarterly newsletter and e-news bulletin, ensuring that articles are in date and relevant to GVA Members.
- ▶ Utilising relevant articles for inclusion in the Gosport Health & Wellbeing Partnership Network Quarterly E-Newsletter.
- ▶ Sourcing relevant articles and images and photographs\* from GVA projects for Nexus magazine on a monthly basis.
- ▶ Maintenance of GVA's Communications log, ensuring information is shared on specified platforms in a timely manner.
- ▶ Managing GVA's social media accounts including Facebook, Twitter and Instagram, ensuring regular posts relevant to our target audience are made and messages and comments are monitored and responded to.
- ▶ Collating GVA's Annual Report with input from all projects, using the template provided.
- ▶ Maintaining GVA's website with relevant news items, events and information on a regular basis using Word Press.
- ▶ Creating and updating GVA marketing materials as necessary.

#### **2. Events**

- ▶ Providing administrative support for GVA events including the Annual Volunteer Awards ceremony, Network Meetings and Community Voice Annual Conference.
- ▶ Taking accurate and well-crafted minutes at Network Meetings, Voluntary Sector Health Forum, Gosport Community Voice meetings & Annual Conference and AGM.



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- Preparing documentation for the AGM, ensuring invitations and minutes are ready for distribution in a timely manner and minutes/evaluation forms are prepared and ready for distribution promptly on completion.

#### **3. Go Volunteer Administration**

- Providing administrative support during National Volunteers' Week for events, press releases and social media articles.
- Providing administrative support for the Annual Volunteer Awards ceremony.
- Assisting in the maintenance of the Volunteer Plus database, including adding and updating organisations, opportunities and volunteer records.
- Following up volunteering enquiries and referrals via email and phone and accurately updating records in Volunteer Plus.
- Providing support to member organisations to use the self-service function on Volunteer Plus.
- Responding to emails and phone calls relating to volunteering.
- Production and distribution of the Volunteering Vacancies newsletter in hard and soft copies bi-annually.

#### **4. General Administration**

- Producing and updating membership application packs and on-line forms as required.
- Processing GVA membership applications in accordance with the set procedure.

#### **5. Reception**

- During busy periods and staff absence, ensuring that GVA's General Office and Reception is run smoothly and effectively, providing a high level of customer service to GVA staff, member groups and the general public.

#### **6. Other Tasks**

- To carry out other tasks relating to office administration as and when required.
- Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.

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\* With relevant consent.