



Admin Support

Approx. 10 hrs/week

volunteer position or £negotiable/hr subject to funding

Job purpose

To provide administrative support to West End Impact staff and trustees, facilitate communication, assist with monitoring & evaluation of grants, accounting and fundraising support and volunteer data management.

Key Responsibilities

Communication

- Manage email communications
- Be part of the team to answer the Impact telephone

Monitoring & Evaluation

- Monitoring & evaluation of grants and tenders
- Collect data and analysis from the 'Big red book'
- Collect data and analysis from the phq9 (living life to the full report)

Accounting Support

- Data entry via QuickBooks
- Funding support, research, liaison with funders
- The RE Store books and payments
- Room hire bookings & invoices

Fundraising Support

- Impact Angel scheme data management
- Thank you Notes to donors
- Compile and send a quarterly Newsletter
- Assist in organising an annual Thank you event for Impact Angels

Volunteer management

- Record keeping and maintain a volunteer database
- Volunteer rotas

Job requirements

- Good interpersonal and communication skills are essential
- Good working knowledge of Microsoft Office and Google Drive
- Good working knowledge of Quickbooks desirable (training can be given)
- Experience with grant funding and fundraising desirable
- Ability to take initiative and work as part of a team in a busy, client centred environment essential

Disclaimer

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible responsibilities, tasks and duties. The responsibilities, tasks and duties of the jobholder might differ from those outlined in the Job Description and other duties as assigned might be part of the job.

Please email info@westendimpact.org.uk to arrange an informal chat.