

|  |  |
| --- | --- |
| **Job Description – Assistant to Operations Manager**  **(Temporary/Part time role)** | |
| **Date: November 2013** | |
| **Chair of Trustees** | **Signature**  **Print Name:** |

**Area –** North Worcestershire

**Location** – The Basement Project. Hanover House, 1 Hanover Street, Bromsgrove

**Salary** – based on an hourly rate

**Hours** - 15 Hours per week (or as agreed by the Operations Manager)

**Aims of the Post**

To support the Operations Manager with any administrative roles as requested.

**Responsible** to the Operations Manager

**Line Management and Supervision**

This will be provided by the Operations Manager.

This role does not have a specific list of work that needs carrying out as it is essentially a role to support the Operations Manager in whatever way is necessary to free up the Operations Manager from tasks that could be carried out by an assistant. The actual work involved will therefore vary from day to day and could include such activities as filing, printing documents, updating records, typing information into Word (e.g. as minutes of a meeting), sorting and labelling incoming food donations, fetching provisions as required from the local shops and even making coffee and washing up!

In addition the incumbent may be required to transport clients to appointments from time to time, if requested and appropriate, and therefore access to a vehicle is desirable but not essential.

The duties of the post holder must be carried out in a manner that promotes equality of opportunity; dignity and respect for allcolleagues and service users and is consistent with the organisations equal opportunities and diversity policy.