



Volunteer Position: Administrative Assistant

Organization: CROPS (ChRistian Options in Peterborough Schools)

Location: 68a Westgate, Peterborough PE1 1RG/remote working

Time Commitment: 12 hours per week (Flexible Schedule)

Position Overview:

CROPS is looking for a committed and detail-oriented volunteer to join our team as an Administrative Assistant. This volunteer opportunity is perfect for someone who can dedicate 12 hours a week and is passionate about supporting our small city-based charity. As an Administrative Assistant, you will play a crucial role in ensuring the smooth functioning of our charity's operations while working either in our office or flexibly from home.

Key Responsibilities:

1. Office Operations and Procedures:

- Organise and optimise office operations and procedures.
- Develop and implement streamlined processes to enhance efficiency.

2. Correspondence Management:

- Control incoming and outgoing correspondence, including emails, physical mail and phone calls.
- Ensure timely and appropriate responses to enquiries.

3. Filing System Design:

- Design and maintain an organised and accessible filing system for both physical and digital documents.
- Inform and advise team members on proper filing procedures.

4. Supply Requisitions:

- Review supply requisitions, ensuring cost-effectiveness and alignment with organisational needs.
- Maintain inventory of supplies and reorder as necessary.

5. Clerical Functions:

- Assign and monitor clerical tasks to team members, ensuring tasks are completed accurately and efficiently.
- Assist team members in producing resources – photocopying, collating.

6. Meeting Assistance:

- Assist the team leader and trustees in preparing agendas for meetings.
- Record and distribute minutes, ensuring action items are documented and tracked.

Qualifications:

- Strong organisational and multitasking skills.
- Excellent attention to detail.
- Familiar with Microsoft Office Suite and comfortable with virtual collaboration tools.
- Effective communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Passion for the mission and values of CROPS.

Benefits:

- Gain valuable experience in nonprofit administration.
- Contribute to the success of a small UK charity dedicated to making a positive impact.
- Flexible working hours and the opportunity to work from home.

How to Apply:

If you are a detail-oriented individual passionate about supporting this charitable cause and can commit 12 hours a week, please submit your resume and a brief statement of interest to Sam Higgins at hello@crops.org.uk.

We look forward to welcoming you to our team.