



Volunteer Title: Volunteer Administration Assistant	Reports To: St Mark's Church
Last Updated: February 2017	Interested email: susan.lewin@whiteleyvillage.org.uk

Whiteley Village, near Walton on Thames, is set in 225 acres of beautiful Surrey woodland. The Village provides homes to nearly 500 older people of limited means and is managed by The Whiteley Homes Trust (registered charity 1103056).

General Responsibilities:

As part of St Mark's friendly team you will be involved in administrative tasks to support the Chaplain.

Key Duties:

- Laying out weekly service sheets and special service booklets
- Copying, pasting and photocopy the readings for weekly services
- Assisting the Chaplain to set up and maintain the office filing system
- Other administrative duties as directed by the Chaplain

Essential Skills:

- Computer literate and able to use email, Publisher, Excel and Word
- Accurate typing and proof reading skills
- Must honour and maintain confidentiality
- A friendly, professional and welcoming personality
- Good communication skills

Desired Attributes:

- Previous experience of working in an office environment
- An organised and systematic approach
- An understanding and interest in the running of a Church Office

Rewards:

- Induction, training and ongoing support to help you in your administrative role
- Opportunity to develop new skills and meet new people
- The knowledge you are supporting the ministry of St Mark's
- Whiteley Village can provide a reference to prospective employers
- Invitation to volunteer appreciation events

Volunteer Hours:

This position is of a voluntary nature and your availability for undertaking a weekly half day shift will be agreed in advance. Ideally you should be able to commit to an ongoing agreement with the flexibility of working from home or in the Office.

