

# **Wycombe Environment Centre**

## **Administrative Assistant Job Specification**

**A part-time voluntary role primarily supporting the work of the Trustees and staff.**

**Job Title: Administrative Assistant**

**Wycombe Environment Centre context:**

Our mission is to bring together, inspire and empower people to drive practical and positive action in response to the climate and ecological crisis. We are building towards an environment- based community hub, providing services that save people money, reduce waste and help the environment. So far we have a Repair Cafe, Scrap Store (Refresh) and a programme of workshops. We are just starting a library of things and a small refill offer, and there is so much more to do!

**Job description:**

We are looking for a volunteer Administrative Assistant (AA) to support our team of Trustees and staff. The AA will mainly focus on enabling the Board of Trustees to manage and govern the enterprise effectively and ensure good communication exists between the Board and the Working Groups, where the majority of actions take place.

We anticipate this support will take around 8 hours per week (on average, some weeks may be more or less than 8 hours depending on the work that WEC is doing), spread across the whole week, working from home. The AA will report to Penelope Tollitt, one of our Trustees.

Initial responsibilities will comprise:

- organising and scheduling Board and Working Group meetings
- writing up Board meeting minutes - on occasion
- maintaining an action log following up where actions are outstanding
- liaising between trustees and volunteers to enable smooth internal communications
- organising and scheduling volunteer briefings, including our AGM and quarterly meetings
- filing and retrieving certain corporate records, documents, and reports
- providing additional general administrative support in busy times. - this could include some aspects of book-keeping and or admin to support a specific project in the short term

The ideal candidate will:

- be organised and diligent with an ever-changing workload
- have experience as an executive/administrative assistant
- have a detailed understanding of the full Microsoft Office suite, and the G-Suite (Google Drive, Gmail etc.)
- be able to meet deadlines in a fast-paced, quickly changing environment
- be solution-orientated with good decision-making skills
- have professional level verbal and written communications skills

Enthusiasm for WEC's mission would also be an advantage.

A WEC email address will be provided.

If you are interested, please contact Penelope Tollitt at [penelope.trustee@refreshwycombe.org](mailto:penelope.trustee@refreshwycombe.org)