



JOB VACANCY – Administration Assistant

Job Title Administration Assistant
Salary £13.45 hourly (£25,878 pro rata)
Term Permanent
Location Unit 10, The Space Place
Alphin Brook Road, Marsh Barton, Exeter EX2 8 RG

By discussion some work can be done from home.

Reporting to Exeter Food Action Manager and EFA Trustees
Hours 8 hours to be worked over the week.
Times and days to be agreed with successful candidate.

There will need to be flexibility over other times to support the needs of the charity. This will be discussed at interview.

Purpose of Role Exeter Food Action is a small charity with a paid workforce of 3 and a large volunteer workforce of 65. The administrative assistant works with the manager to support the staff and volunteers in day-to-day operations at the warehouse.

The role involves supporting the manager. Tasks will include:

- Support with regular day to day administration
- Follow up on new volunteer applications/requesting references
- Help create volunteer onboarding pack.
- Create, update and maintain volunteer training records
- Create, update and maintain staff and volunteer incident log.
- Update and maintain Community Food Member (CFM) organisation records
- Help oversee RACI (responsible, accountable, consulted and informed) records

Training and Induction will be provided.

Closing Date Friday 8th May

For any more information about this role please contact Wendy Kearns, EFA Manager, on 07880 814064 or info@exeterfoodaction.org.uk.



Person Specification

	Essential	Desirable
A good basic education to GCSE level in English and Maths, or the equivalent.	E	
Understanding of Microsoft Office	E	
Ability to work well within a team	E	
Commitment to working with fairness, equality and respect	E	
Experience in a customer facing role	E	
Understanding of food waste and Exeter Food Action's purpose		D
Experience working with volunteers		D

Application Process

Please send your CV and a personal statement that describes how you meet the person specification to The Secretary for Exeter Food Action by email or post:

secretary@exeterfoodaction.org.uk

Exeter Food Action, Unit 10, The Space Place, Alphin Brook Rd, Marsh Barton, Exeter EX2 8RG

Closing Date

Friday 8th May

Interviews will follow w/c 11th May with dates to be confirmed. All those invited to interview will be asked to provide details of 2 referees.