

## **Volunteer Personal Assistant to the CEO**

### **Purpose of Role**

The purpose of this volunteer PA role is to provide dedicated administrative and secretarial support to the Chief Executive Officer (CEO). Through this, you will be helping 4Sight Vision Support to achieve its key aim and objective of supporting people living with sight loss across West Sussex.

### **Main Activities/Tasks**

- To support & help the CEO manage his busy diary.
- To provide administrative support for meetings, e.g. minute taking.
- Liaising and coordinating on behalf of the CEO where necessary.
- Making & managing communications via telephone and in written formats.
- Computer work; having a good knowledge of Microsoft Outlook, Word, Excel, Access.
- To gain a good knowledge/understanding of the work of 4Sight Vision Support.
- Filing

### **Qualities/Experience/Skills**

We are seeking to appoint an organized person who is calm, positive, self-motivated and adaptable and who can be flexible to fit in and work around the CEO'S busy schedule.

In addition, we are keen to recruit a candidate with a strong admin background, including a good working knowledge of MS Outlook Word, Excel and Access, and ideally, someone who has a commitment to developing and maintaining a high level of service.

The successful candidate will be a confident multi-tasker, able to work well in both a busy environment and when working alone and possessing the ability to actively contribute ideas and suggestions that improve the quality of the service we provide to our members.

**Training:** Full in-house training will be provided during your induction period.

**Location:** 4Sight Vision Support, 36 Victoria Drive, Bognor Regis, West Sussex, PO21 2TE.

**Hours:** Flexible within office hours, Ideally once a week.

**Reporting to:** Chief Executive Officer

To request an application form and pack please call -

**Kirsty Isted – 01243 828555**

Assistant Volunteer Coordinator