

Sample Role Description: Administration Adviser

<i>Title:</i>	Administration Adviser
<i>What's involved:</i>	<p>This organisation is looking to the future and reviewing all systems, processes, skills gap and activities to ensure it is sustainable. They need a skilled professional to:</p> <ul style="list-style-type: none"> • Review current administrative processes • Advise on appropriate administrative solution for organisation their size • Support the implementation of an appropriate administration system • Provide advice on relevant controls and policy • Transfer knowledge to existing volunteers
<i>What impact would it make to the organisation?</i>	This would make a huge impact as this is 100% volunteer involving organisation with no paid staff, so appropriate and effective processes and systems are critical to ensure its sustainability.
<i>Skills and experience required for this position:</i>	<ul style="list-style-type: none"> • Excellent Administration abilities • Experience in auditing or implementing effective administration processes. • Good communication skills
<i>Time and Commitment:</i>	<p>How many hours do you envision the task will take to complete? <16 hours approx.</p> <p>Can this task be undertaken offsite? Mostly</p>
<i>What benefits will the volunteer receive:</i>	<ul style="list-style-type: none"> • Developing their mentoring / coaching skills • Experience of implementing administration processes in a different environment • Insight into not for profit sector and the work of local artists and community groups.