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| **Role Title** | Office Administration Support |
| **Location of position** | GMDT Office, The Lodge, Carlisle Park, Morpeth |
| **Responsible to** | GMDT staff |
| **Purpose/ summary of role** | To support the office administrators with tasks associated with the interest groups and other ongoing projects. |
| **Time Commitment** | **Either a regular commitment – weekly, fortnightly or ad hoc of around 2 hours.** |
| **Key Tasks – just examples** | 1. **To assist with administration for the community cinema/recorded theatre events – preparation of posters and tickets.**
2. **Preparation of orders from our website shop.**
3. **Stocktaking (occasionally)**
4. **Shredding**
5. **PAT testing admin**
6. **Filing eg bills/invoices**
7. **Other tasks as needed.**
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| **Training Provided** | **Staff will provide guidance on the job.** |
| **Reimbursement of expenses** | **Not provided for this role** |
| **Benefits to volunteer** | **Get to know the staff at GMDT.****Involvement with a team of volunteers****Learn how projects are managed at the Trust.** |
| **Application Procedure** | X **Registration Form 🗆 Informal Interview****🗆 Reference 🗆 Trial Period** |
| **Contact Information**  | **Linda Wilson or Julie Hawthorn, c/o** **info@gmdt.org** |