|  |  |
| --- | --- |
| **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.** |
| **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**](mailto:info@gmdt.org) |