

Life Skills Project AdminAssistant- Volunteer Role

Hours required: 10 – 15 hours per week with flexibility on number of hours and how days are organised.

Life Skills is one of ten projects run by Genesis Trust (www.genesistrust.org.uk).

Established in 2004, it offers support and training to vulnerable adults experiencing mental health issues, homelessness or long-term unemployment. A structured programme of activities is offered to vulnerable clients to provide them with stability, rebuild their confidence and create a sense of belonging. In this safe environment, participants can face and overcome challenges, learn new skills and explore new opportunities.

Key Working Relationships:

The project/admin assistant will support and work with Project Manager, Denise Weikert and the Life Skills Team.

Purpose of the volunteer position:

We are looking for someone to provide excellent administrative support to Life Skills and to contribute creatively to the team.

Main volunteering activities:

- Carry out project administration and help maintain effective systems for the project.
- Work closely with the Project Manager to manage communications with all the Genesis Projects, churches and other organisations working with vulnerable adults.
- Occasionally attend meetings to inform and promote Life Skills activities and courses. Manage bookings onto new courses and arrange appointments with potential participants.
- Assisting tutors with background research for in-house courses and activities e.g. well-being and Faith Groups.

Skills/abilities and knowledge which will be helpful:-

- Some experience of administration
- Good working knowledge of Microsoft products particularly Word and Excel
- Ability to communicate effectively both verbally and in writing
- Good organisational and office skills
- Good computer skills and if possible experience of working with websites and social media
- Experiences of working in charities, Churches or Christian projects - helpful but not essential
- Experience of working with people with Mental Health issues would be helpful but not essential

For more information call Project Manager Denise Weikert on 07921830379 or email [:denise@genesistrust.org.uk](mailto:denise@genesistrust.org.uk)