

Vacancy Information - Future Jobs Fund

18 to 24 -
Hotspot -

If Hotspot please give postcode for areas:

jobcentreplus

Bidder Information **NOT THE EMPLOYER**

Contact Name: Kelly Brotherhood
Position: Project Development Manager
Address: The Wildlife Trusts
The Kiln
Waterside
Mather Road
Newark
Nottinghamshire
Post Code: NG24 1WT
Telephone: 01636 670074
Fax:
Provider Reference/number: FJF-2009-07-175-N-EXT
No. of Employees:
Disability Symbol user? Yes/No
Provider Record no:
Type of Business: Charity

Employer Details

Name of Employer (if different from Bidder): Warwickshire Wildlife Trust
Contact Name: Jen Jones
Position: Education and Training Manager
Address: Brandon Marsh Nature Centre
Brandon Lane
Coventry
Post Code: CV3 3GW
Telephone: 02476 302912
Fax: 02476 639556
Provider Reference/number:

Vacancy Details

Job Title: Admin and Visitor Centre Assistant-CFA/37589
Number Required: 1
Start Date: Interview date Tuesday 20th July, **Start Date Monday 26th July**
Days/Hours to be worked: 25 Wage: £3.57 per hour aged 16-17, £4.83 per hour aged 18-21, £5.80 aged 22 years and above. Increase 01/10/10
Referral Arrangements (if other please state below): Jobcentre Application to Employer Duration: 6 Months
Application forms and referrals to be sent via JCP to Jen Jones

Placement/Job Description:

Job Description

- Deal with callers and redirect calls as appropriate.
- To offer a polite, welcoming service to all our customers
- Ensure answer machine messages are cleared daily and appropriate action taken for each call.
- Take telephone bookings for all events as necessary.
- Monitor website and page usage.

- Support the administration service to Trust staff.
- Ensure that word-processing, data input and copying are completed accurately and quickly, ensuring urgent deadlines are met.
- Produce letters, reports, proposals and signs as required.
- Maintain an organised filing system for general Trust administration.
- Assist with Visitor Centre and Membership enquiries as required.
- Complying with all Trust policies and procedures, including Health and Safety
- To positively promote sales for membership, shop and bookings
- To administer barn, and children's party bookings, and ensuring all equipment required and the barn is laid out to their specifications.
- To assist with replenished in the shop stock
- To assist with deliveries of new stock
- To assist with the managing of the stationary for the Trust as and when required.
- Assist with incoming post and its distribution
- Assist with auditing of shop materials
- Assist with collecting feedback from customers
- Work with volunteers and members of the public in a professional manner

Skills

- Computer-literate (Microsoft Office preferred)
- Word-processing, spreadsheets and database operation, E-mail
- Communication skills (both written and spoken)
- Assist with the organising and maintain paper files and computer files
- To work as part of a team and on own initiative

Equipment Used

- IT equipment e.g. PC, printers
- Telephone switchboard and telephones
- Fax machine
- Photocopier
- Laminator
- Till

Training:

Full induction training and training on any related office equipment required to full fill this role will be given i.e. switchboard, photocopiers etc

and an opportunity to undertake John Muir Award with support from trained staff

Additional information/Person Specification:

No of references required: 2

For Jobcentre Plus use Only		
	Name	Date
LMS Updated (under 24)		
LMS Updated (over 24)		