

ROLE DESCRIPTION

NNS Administration Assistant – In Person

Responsible to:	NNS Project Manager
Location:	Stratford Place, Birmingham, B12 0HT
Frequency:	2 days per week, 5 hrs a day - Monday is a necessary day
Time Commitment Hoped:	As long as possible, ideally a year

About the Service

The Neighbourhood Network Scheme (NNS) is a community-focused initiative designed to enhance the well-being and social connectedness of older adults. It addresses the needs of an aging population through several key areas: promoting social interaction, providing essential support services, enhancing health and well-being, offering information and advocacy, encouraging volunteerism, and collaborating with local organizations.

The goal is to create a supportive environment where older adults can live independently, feel valued, and stay actively involved in their communities.

About the Role

A volunteer administrator will assist the NNS project manager at our head office with any administration tasks to effectively run the NNS project. The needs will change so it will be a varied admin role, however **key tasks** will be:

- Organising events and meetings
- Handling requests for information
- Liaising between groups and organisations on behalf of the project manager

Additional tasks could include:

- Data entry, filing, and maintaining records
- Answering and directing phone calls and emails
- Ensuring confidentiality and proper handling of sensitive information
- Entering, updating and retrieving information from a digital database
- Assist in the preparation of reports and presentations

Personal qualities and skills most suited to this role

- Experience in the key tasks mentioned above are essential
- Excellent communications, both verbally and in writing and comfortable talking to people
- Good organisational skills
- Proficient in Microsoft Office packages and confident using them
- Dependable
- Have a good understanding of confidentiality

What the role can offer you

- As an administration volunteer, you will be part of a team who support the community for older people within the city and surrounding areas
- You will meet with new people who care about the same things
- **You will make a real difference to people's lives**
- A chance to develop new skills with a local charity, which can improve your CV and employability if this a goal

Additional Information

Full training is provided which will consist of a variety of both online and in-person training.

Contact Details

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Or apply online by [CLICKING HERE](#)