

# Role Description

# Admin Team



# SPRING HARVEST

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## Summary of the role

Serve behind the scenes at Spring Harvest in our Team Office. Help to register team members, respond to enquiries, run errands and assist with a variety of other administrative tasks.

You will need some previous office experience, good communication skills, a working knowledge of Microsoft Office and a heart for serving others.

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Volunteering in the Team Office alongside our staff team puts you right at the administrative centre of the event. The role can be extremely busy at the start of the break as we welcome team and guests to the event, but during the rest of the week, when it is quieter, there is a wide variety of administrative tasks to be fulfilled and errands to be run. You will have a good opportunity to get to know your fellow volunteers and time to enjoy the Spring Harvest programme when you are not on shift.

### **WHAT YOU COULD BE DOING:**

- Dealing with requests for information
- Operating the radio base
- Answering phone calls and relaying messages
- Data entry
- Creating posters, notice-sheets etc.
- Registering team members and assisting with their accommodation queries
- Greeting and escorting visitors to their accommodation
- Photocopying and printing
- Running errands and shopping (may involve driving)
- Counting and processing money from offerings

### **WHAT YOU WILL NEED:**

- Good communication skills
- Working knowledge of MS Office (Windows 8 as a minimum)
- Experience using general office equipment (e.g. photocopiers, laminators)
- The ability to prioritise tasks
- A clean driving licence would be beneficial (please bring with you)
- Experience of using radios (but not essential as training given)
- A positive, efficient and flexible attitude to working in a busy office
- A sensitive approach to customer care
- Enthusiasm for team work

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**WORKING PATTERN:**

- A typical day at Minehead and Skegness will alternate between 2 x 5 hour shifts (8.30am – 1pm and 5.45pm – 10pm) and 1 x 5 hour shift (12.45pm – 6pm).
- In Harrogate a typical day will be either one longer shift, or two shorter shifts.
- You will be needed to participate in the set-up and/or pack down of the event, for which we will ask you to be available for additional periods of time

**TEAM SIZE:**

- 6 to 8 volunteers per break at Minehead and Skegness:
- 4 to 6 volunteers per break at Harrogate:

**VOLUNTEERS MUST BE:**

- over 18 years of age
- able to complete an on-line application and provide referee details
- happy to work within the EA Basis of Faith and Lausanne Covenant

**VOLUNTEERS WILL RECEIVE:**

- free team accommodation (shared rooms)
- three meals a day
- travel expenses up to £80

**If you have any queries, please contact Marian Pearce  
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