



Heath Hands
The Dairy, Kenwood House
Hampstead Lane, London
NW3 7JN

020 8458 9102
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Office Assistant - Role Description

Purpose

Heath Hands delivers a range of volunteer programmes across Hampstead Heath, Highgate Wood and the Kenwood Estate. Join us part-time and support the smooth running of our day-to-day operations. You'll assist the Projects and Volunteer Manager coordinate our conservation, learning, ecology and events programmes and gain a range of skills and knowledge in the charity and environmental sectors.

Duties

- support the delivery of our conservation, learning, ecology and events programmes
- ensure effective communications with volunteers and partner organisations are maintained
- assist in managing membership databases, electronic communications and social media activity
- support the delivery of a variety of volunteering projects and events, occasionally working evenings and weekends
- work closely with the Projects and Volunteer Manager and undertake any other reasonable duties as required

Personal Qualities

- good attention to detail and be able to coordinate a range of different tasks
- maintain a flexible and adaptable approach
- possess a friendly and enthusiastic manner
- be able to work well in a team for a small organisation
- ambition to learn and develop new skills
- demonstrate an interest for the volunteering and/or environmental sectors

Desirable Skills and Knowledge

- strong written and verbal communication skills
- good administrative skills, and experience of using different office systems
- ability to use Microsoft Office and experience using a membership database
- knowledge of volunteering sector and role of small charities

Commitment

- flexible and by agreement
- minimum six month commitment desired