

CHOIR BLAST

Admin Assistant

ChoirBLAST

Charity Number - 1210483

Godalming based charity.

£16 per hour.

At ChoirBLAST, we believe that singing together changes lives. Behind the joy and harmony, though, lies careful coordination – people guiding people, ensuring every voice finds its place. That's where this role begins. As **Administrator** you will hold the big picture: supporting the CEO with day to day communication tasks, as well as making bookings for events. You will also work closely with the executive board and be integral to the administration of the day to day charity as well as the events we deliver.

This is a role about organisation and planning. Together, we'll make sure ChoirBLAST keeps growing as a movement that celebrates voices, stories, and community spirit.

We're growing fast – starting in our local area and building towards a national movement. To get there, we need a brilliantly organised back office staff member to keep this busy small charity moving forward.

Location: We are based in Godalming. Working from home role. Part-time role 8-12 hours a week which can be flexible (working pattern can be discussed at interview)

* Contracted hourly rate: £16 per hour.

* Contractor would be self employed.

* **What we're looking for**

Responsibilities:

- * Monitoring and responding to emails, WhatsApp messages and other communications.
- * Keeping records up to date, including contacts, attendance lists and basic data tracking
- * Diarising and coordination for our CEO.
- * Monitoring invoice system and chasing payment when necessary, working closely with our Treasurer and our online account system.
- * Supporting the operations team with scheduling, coordination and general admin tasks
- * Potential for website content and management, and social media depending on ability (this can be discussed at the interview).

Your Skills and Qualifications:

Essential:

- * Strong organisational and communication skills, basic numeracy skills, and confidence with using emails and online messaging tools.
- * A calm, practical approach and good attention to detail
- * Proficient in IT with a good working knowledge of google mail, google drive, working on collaborated documents.
- * Reliable and professional and passionate about working with a small, driven charity.
- * Love of music.
- * Basic skills in Word, Excel and Powerpoint.

Desirable:

- * 2+ years' experience in an administrative role.
- * Experience of working with confidential client documentation, social media knowledge and website maintenance experience.