



## **ADMINISTRATOR: JOB SPECIFICATION**

Responsible to Mindsong Chairman and Volunteer Coordinator

- To provide office support for Chairman, Music Therapist and volunteers
- To attend relevant meetings and take minutes
- To deal with enquiries from potential clients and other agencies
- To follow up activities delivered, sending out/ keeping evaluation forms, expense forms up to date
- To monitor expenditure and assist with expense claims
- To look for potential funders and provide administrative support for applications
- To maintain links with volunteers, care homes and other organisations

## **SKILLS REQUIRED**

Interest in and support for the **mindsong** project

IT skills, possibly including working knowledge of Excel and Powerpoint

Ability to communicate effectively face to face and on telephone

Administrative experience, including preparation of letters, reports, taking and writing of minutes, agendas and other associated paperwork

Proven ability to work unsupervised and on own initiative

## **INDUCTION**

Will include an introduction to music therapy, dementia (unless approved training already completed), the work of our parent organisation, **Three Choirs Plus** and of the Gloucester Three Choirs Festival

## **HOURS AND PLACE OF WORK**

8 – 10 hours/week (flexible and by agreement) at the Three Choirs Office, 7C College Green, Gloucester and/or at home

## **PAY**

£8 – 10 per hour, depending on relevant experience