



Volunteer Tasks – Office Assistant

Hours : 3-4 hours per week

Responsible to : Operations Manager

Main Duties :

To assist with the general administration of Lost Chord. This is an office based position, working with a small team, (presently 3 people) the principle work to support the Administrator. The post will provide experience in the administration of a national charity.

Specific Duties :

- Respond to telephone enquiries from the general public, musicians, volunteers and other agencies.
- Photocopying.
- Undertake filing.
- Assist with the typing of concert information which will then be posted out to all venues prior to their concert.
- Typing and circulation via post of the monthly schedule for Volunteer Music Assistants along with report forms and travel expense forms.
- Typing of the Musicians Schedule of Concerts for circulating to the Musicians via post or email.
- Input information onto the contact database.
- Assist with the mail out of newsletters etc.
- To undertake other duties and responsibilities as required, from time to time.

This post is subject to DBS Clearance (Disclosure & Barring Service)