

Office based Volunteering Opportunity

ACE Centre Advisory Trust
The Wooden Spoon Building
92 Windmill Road
Headington
Oxford OX3 7DR
www.ace-centre.org.uk

Administration Assistant needed.

Role:

- To assist the office manager with general office and training .

Description:

Providing Secretarial and Administrative Support

- ~ Open incoming mail, date stamp and distribute it, dealing with correspondence and drafting letters and producing reports, franking outgoing post
- ~ ordering stationery, and keeping the cupboard tidy
- ~ Field telephone calls for the Centre
- ~ Assist in administering loan library, booking couriers
- ~ Co-ordinate the work of the Administrative Team
- ~ Support in reception by answering the telephone, dealing with enquiries and redirecting or relaying messages and covering reception
- ~ Share responsibility for keeping the Centre and its equipment tidy and functional
- ~ Filing, Creating new files, photocopying
- ~ Typing up plans/reports, correspondence

Training Support:

- ~ Provide administrative support to the organisation and delivery of training days and support sessions at the ACE Centre
- ~ To co-ordinate the registration of course participants and completion of the database

Hours:

Minimum 6 per week, ideally 12 split over 3 days

Skills / experience:

- Qualifications are not as important as enthusiasm and willingness to learn and take on new challenges.
- Basic knowledge of office practices desirable
- Understanding of Microsoft office

Objectives of the ACE Centre:

Our aim is to assist people with communication difficulties to overcome communication barriers. The needs are initiated by the person with communication difficulties. We aim to identify and build upon their strengths to help them to achieve their potential. To achieve this we invite a commitment from those supporting that person in their home, school, college or the wider community.

We believe that participation through functional communication leads to greater quality of life. Low and high technology options are seen as equally important depending on the needs and skills of the individual.

Research shows that training is integral to the success achieved. A variety of training opportunities are offered to the family, carers, teachers, local therapists, undergraduates, post graduates and other professionals.

Trans-disciplinary teamwork is central to the ACE Centre's approach and we encourage those working with people with communication difficulties to follow a similar approach.

Research initiatives are clinically based.

We aim to demystify the image of the expert through collaborative consultation and provision of information.

Evaluation is integral to the service provided.

We have child protection and equal opportunities policies.