



## Administrative Assistant - Volunteer role profile

Dacorum Heritage Trust	The Dacorum Heritage Trust (DHT) is the Accredited Museum for the area of Dacorum. DHT is based in a converted fire station in Berkhamsted where it houses in excess of 110,000 artefacts relating to the history of the Borough. The collection is varied and includes paintings, photographs, documents, archaeology and textiles as well as many local and social history artefacts. It covers a wide time period from Neolithic times (around 6,000 years ago), through to the present day and gives a wonderful insight into the long history and culture of the Dacorum.
Main purpose of the role	We are looking for a volunteer who has good communication, administration and computer skills to support our Finance & Office Manager.
Role Info	<ul style="list-style-type: none"> <li>• We ask that our admin volunteer is able to commit to a set time to volunteer, and is reliable</li> <li>• To be able to offer one half-day a week</li> <li>• Location, 9 Clarence Rd, Berkhamsted HP4 3YL</li> </ul>
What we're looking for	<ul style="list-style-type: none"> <li>• Willing to carry out a range of administrative tasks</li> <li>• Knowledge of Word, Excel and email</li> <li>• Good written and verbal communication skills</li> <li>• Understanding of confidentiality issues</li> <li>• An interest in the local history of the borough of Dacorum</li> </ul>
What you'll be doing	<ul style="list-style-type: none"> <li>• Managing the packaging and despatch of book sales</li> <li>• Organising our 100 Club Draw and associated records</li> <li>• Organising annual maintenance checks and keeping associated records</li> <li>• Keeping track of contracts and advising the Finance &amp; Office Manager when they are due for renewal</li> <li>• Maintaining accurate and up-to-date volunteer hours, staff TOIL and holiday records</li> <li>• General admin duties: printing, photocopying, scanning, filing, shredding, checking the post etc</li> </ul>
What we can offer you	<ul style="list-style-type: none"> <li>• A flexible and supportive working environment</li> <li>• Opportunity to gain administrative experience in a business environment</li> </ul>
Further info	Email: <a href="mailto:info@dacorumheritage.org.uk">info@dacorumheritage.org.uk</a> Website: <a href="http://www.dacorumheritage.org.uk">www.dacorumheritage.org.uk</a> Facebook: @DacorumHeritageTrust Instagram: dacorumheritagetrust Twitter: @DacorumHeritage