

## **Derbyshire Asbestos Support Team**

### **Job Description and Person Specification**

Job Title:	Administration worker
Salary:	SCP Scale 8
Hours:	28 - 37 per week
Location:	Chesterfield – hybrid working
Responsible to:	DAST Co-ordinator

#### **Job Description**

##### **Aim:**

To assist Derbyshire Asbestos Support Team in the delivery of their services which support individuals and families affected by exposure to asbestos.

##### **Tasks:**

- To manage the office stationery and deal with orders and supplies as appropriate
- Telephone duties – receiving calls and taking appropriate action
- To manage invoices and making payments into the DAST account
- To book group events and venues including for Bereavement Support groups, Patient and Carer meetings and fundraising events
- To design and deliver advertising and information through a range of digital and printed media
- To take responsibility for the DAST mailing list and organise mail-outs of advertising and magazines
- To edit and arrange the publication of magazines
- To oversee the content and post regularly on DAST's social media accounts.
- To promote DAST's services in the wider community
- To support fundraising initiatives and assist the researching and submitting of funding applications
- To comply with DAST's Equal Opportunities policy and ensure that equal opportunities aims and objectives are integrated into the day-to-day operations of DAST.
- Any other administrative duties as directed by the Co-ordinator

## Person Specification

Essential	Shown by
<p><b>Skills</b> Experience in an administrative capacity</p> <p><b>Skills</b> IT skills including website, social media, spreadsheet, database, desk top publishing</p> <p>Excellent written and verbal communication skills and ability to listen and offer support to those grieving the loss of a loved one</p> <p>Good standard of numeracy</p> <p>Online research skills</p> <p>Ability to incorporate equal opportunities into all work</p> <p><b>Knowledge</b> Experience of the charitable/voluntary sector (as volunteer or paid)</p>	<p>CV &amp; covering letter</p> <p>CV &amp; covering letter /Interview</p> <p>CV &amp; covering letter</p> <p>CV &amp; covering letter</p> <p>CV and covering letter</p> <p>Interview</p> <p>CV and covering letter /Interview</p>
Desirable	
<p><b>Skills</b> Able to produce clear and well-designed promotional literature</p> <p><b>Skills</b> Experience of researching and submitting funding applications in the charity and voluntary sector</p> <p><b>Skills</b> Empathy in dealing with bereaved families</p>	<p>CV and covering letter /Interview</p> <p>CV and covering letter</p> <p>Interview</p>

It is important that candidates address all the essential criteria in their covering letter. No one will be shortlisted who fails to show the essential requirements.