



## Role Outline

<b>Role title</b>	<b>Voluntary Project Administrator for the Lincolnshire Community Healthcare Chaplaincy Project</b>
<b>In</b>	Lincolnshire Methodist District
<b>Overall Purpose</b>	To provide administrative support to the Project Leaders and liaison with the Chaplaincy Volunteers

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### **Part 1**

#### **Key Responsibilities**

*The following duties will be undertaken as part of the role outlined above. All roles within the District carry with them the responsibility to take the safeguarding of children and vulnerable adults seriously and any concerns that arise within them should be reported as per the Lincolnshire District Safeguarding Policy.*

- Maintaining accurate records of Chaplaincy Volunteers, GP Surgeries, contact details etc.
- Liaison with Volunteers and Project Leaders or Mentors to arrange suitable dates and venues for Volunteer Support Meetings and Mentoring as required
- Making supplies of Chaplaincy leaflets available to the GP surgeries as requested by the Chaplaincy Volunteers including ordering new stock
- Emailing Chaplaincy Volunteers to request submission of monthly/quarterly reports and statistics
- Collating the statistics and data provided by the Chaplaincy volunteers into a format that is useful for the Project and District to use
- Awareness of the General Data Protection Regulation and Safeguarding in relation to the project
- Other administrative tasks that might be required from time to time to help the smooth running of the Project

#### **Skills, attributes or qualities required**

- Experience of administration
- Well organised
- Attention to detail and accuracy
- Computer literacy: word processing, spreadsheets, databases, emails and internet

- Good verbal and written communication skills
- Able to maintain confidentiality

### **Oversight and Support**

The Project Administrator will relate directly to the Project Leaders.

### **Time Commitment**

It is anticipated that the time commitment for this role is 2 – 4 hours per week from home. This role is for 6 – 9 months during the duration of the pilot phase of the project.

### **Other Information**

Office resources and facilities such as photocopying are available via the District Office.

All expenses relating to the role will be paid in line with the District Expenses Policy.

### ***Part 2***

**Accountability:** This role will be accountable to the District Council via the Lincolnshire Community Healthcare Chaplaincy Steering Group

### **Criminal record check (DBS)**

No check is required for this role.