



MOVE MOMENTUM

Volunteer Role - Admin Assistant

We are looking for a passionate, hard-working individual to assist us in developing/finding fundraising opportunities for our charity. We are a Winchester-based charity that aims to make dance accessible to everyone. We provide inclusive and affordable dance classes for people who otherwise might not have the opportunity to enjoy the benefits of dance. This is an excellent opportunity for someone looking to gain work experience and develop skills whilst supporting the local community.

Title	Volunteer - Admin Assistant
Objectives	Supporting Move Momentum with various tasks, predominantly administrative related.
Fee	This is a voluntary role so no payment will be made for hours.
Hours expected	Approximately 2 hours per week. These are flexible hours and can work around your schedule. Hours will include a fortnightly virtual meeting with the CEO (Amanda). Work will be undertaken remotely.
Role duration	Open-ended
Reports to	CEO - Amanda Watkinson Administration Officer - Lizzie Sawyer
Tasks	<ul style="list-style-type: none">● Updating databases● Inputting data● Undertaking research
Skills	<ul style="list-style-type: none">● A passion for dance/the arts (not a requirement)● Good communication with all ages● Hard-working● Able to work flexibly and be adaptable
Fee	This is a voluntary role so no payment will be made for hours.
What will you get	<ul style="list-style-type: none">● Work experience

from this role?	<ul style="list-style-type: none">● Opportunity to develop skills and be creative● Opportunity to get involved in the community● The satisfaction of knowing you're helping a local charity● A reference if requested (after completion)
How to apply?	Please get in contact with us. We will then invite you to attend a virtual interview, after the interview, we will inform you of our decision within a week and if successful we will require you to complete some induction paperwork before starting the role.

For more details about our charity please visit our website: <https://www.movemomentum.co.uk/>

If you have any questions about the application process or this role please contact us via info@movemomentum.co.uk or by phone **01962 809234**.