

## **Group Admin Support**

Salary: Unpaid voluntary role

Membership Requirement: You must be a We Are Family Member

Monthly commitment: 2-4hrs a month

How to apply: Please email [renee@wearefamilyadoption.org.uk](mailto:renee@wearefamilyadoption.org.uk)

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### Purpose of Role

The Group Admin Support oversees the administration for a named WAF group. Working alongside the steering group members and other volunteers, this role will ensure that communication to group members, such as advertising events, answering emails, setting up zoom meetings and recording event attendance runs smoothly. The Admin Support may also be part of the steering committee.

### Qualities and Experience

- Commitment to We Are Family's mission and values
- Enthusiastic individual with a flexible, 'can-do' attitude
- Good communication skills, creativity, and attention to detail
- Experience working with databases or willingness to learn
- Ability to self-motivate and able to work independently or as part of a team
- Experience in using Google mail, drive etc, or willingness to learn
- Commitment to confidentiality

### Typical Tasks and Activities

- Provide a welcoming and friendly 'face' for the local group, responding to queries and communications by members in a timely and friendly manner.
- Communicate with members via email in relation to group activities and pan-WAF events and information
- Access the We Are Family database to facilitate communication with members
- Manage the local group inbox and calendar and update the WAF events calendar
- Report attendance at events
- Forward specific queries to WAF central when required.