

# ENFIELD BOROUGH OVER 50s FORUM

## ADMINISTRATIVE ASSISTANT - JOB DESCRIPTION

The administrative assistant reports to the Office and Development Manager and will be involved in all the Forum activities in servicing a significant base of some 4000 members. The Forum undertakes a wide range of activities supporting older people in the Borough to remain independent and healthy, fostering inclusion and community cohesion and working towards reducing the numbers of older people living in poverty.

Its activities include regular meetings throughout the month in different locations; organising coach trips, social events and luncheons, walks and fitness events; communicating with members through its bimonthly newsletter and email. In undertaking these activities the Forum depends on a team of volunteers and the Administrative Assistant will play a leading role in supporting this team.

Many older people's organisations within the Borough are affiliated to the Forum and the Forum works on their behalf by promoting their organisations and representing their views to the Council and other decision makers within the statutory sector.

The Administrative Assistant will assist the Committee as required in arranging speakers for Forum meetings and publicity and ensuring that the newsletters are distributed to members. In conjunction with the Office and Development Manager the administrative assistant will help with sending out agendas and seeing that minutes are maintained of all meetings.

The Administrative Assistant will work in liaison with the various action team leaders and event organisers by taking bookings and answering queries about Forum activities. The Forum's office is currently at Millfield House, Silver Street, N18 1PJ. The position is part-time 22.5 hours per week and the Administrative Assistant will staff the office mornings from 9.30 to 2.00pm.

Remuneration will be pro rata based on a full time salary of £13000–15000 per annum depending on meeting the person specification.

8.1.2012