

# ELMER'S 'PA' - PROJECT ADMIN SUPPORT

# VOLUNTEER

**Line Manager:** Elmer Project Manager

**Location:** Distribution Centre Plympton & Various other locations

**In this role, your aim will be to:**

Provide key administrative support to the Elmer's Big Parade project and act as the "PA to Elmer", raising awareness of the project within the wider community.

**Activities and tasks to be trained on:**

- Basic project administration
- Manage Elmer's bookings for events and visits
- Talk to businesses and individuals to make arrangements for events and visits
- Transport Elmer to and from venues
- This role also includes driving a variety of St Luke's vehicles and lifting and carrying Elmer with support (full training given)

**Ideally you will be:**

- Well organised and proactive
- Enthusiastic, personable, friendly and sociable
- Confident using a computer and Office packages
- Knowledgeable in managing a diary
- Used to working with absolute attention to detail
- Flexible to the needs of the project depending on bookings
- Have an excellent telephone manner
- Hold a clean driving licence
- Communication and Relationships
- Work effectively as part of a small team and with other staff and volunteers within St Luke's
- Communicate enthusiastically and positively with any potential supporters or sponsors and be a great ambassador and advocate for the project
- Adhere to St Luke's core values and represent St Luke's in professional and respectful manner both internally and externally

**St Luke's Volunteer Services**

**Tel: 01752 401172 • Email: [volunteer@stlukes-hospice.org.uk](mailto:volunteer@stlukes-hospice.org.uk)**

**[www.stlukes-hospice.org.uk/volunteering](http://www.stlukes-hospice.org.uk/volunteering)**

Reg Charity No. 280681

## ELMER'S 'PA' - PROJECT ADMIN SUPPORT

# VOLUNTEER

### **Knowledge, Training and Experience**

Full training will be given in managing Elmer's diary and project administration; however, a clean driving licence and the ability to lift and carry loads is essential.

### **Volunteer development**

The role will potentially help you to develop your knowledge of large projects, diary management, building supporter relationships and enhance your administration skills. It will also really boost your CV. It will help to improve your employability through on-the-job training and self-development.

**St Luke's Volunteer Services**

**Tel: 01752 401172 • Email: [volunteer@stlukes-hospice.org.uk](mailto:volunteer@stlukes-hospice.org.uk)**

**[www.stlukes-hospice.org.uk/volunteering](http://www.stlukes-hospice.org.uk/volunteering)**

Reg Charity No. 280681