Admin Assistant

Job Purpose:  
• To be the first line of contact to York Older People’s Assembly in a friendly and professional manner via all communication channels  
  
· To provide efficient day-to-day administrative, financial and business support for YOPA trustees  
  
Main duties and responsibilities:  
  
1. To provide day to day administration of the Assembly, assisting the Chair and Executive Committee in undertaking their responsibilities

2. To act as clerk to the Executive Committee, including: take minutes and circulate these and other relevant papers; maintain complete electronic and paper files relating to the governance of YOPA; arrange meeting venues etc.  
3. To ensure the smooth running of the office function, including dealing with correspondence and responding to queries

[Further information](https://www.yorkcvs.org.uk/wp-content/uploads/gravity_forms/7-1abdb2bd8d92a1fe9eea8090456b4dba/2021/06/OCAY-Charity-Support-Assistant-Job-Description-1-2.docx)

**Location:** Central York

**Organisation:** York Older People’s Assembly

**Salary:** £10.50 per hour

**Job type:** Part time

**Hours:** 8 hours per week, some flexibility is required to cover meetings

**Closing date:** 12-07-2021

**How to apply:**  
Please email your application letter and CV to Mr James Cannon, Chair of York Older People’s Assembly at [YOPAChair@outlook.com](mailto:YOPAChair@outlook.com)

A detailed job description is available upon request to the above email address