

## Ship's Crew Role Description

<b>Role Title</b>	<b>Administrator (General)</b>
<b>Purpose of role</b>	To assist the Project Manager with general office administration
<b>What you will be doing</b>	Tasks might include: <ul style="list-style-type: none"> <li>- responding to queries and telephone calls</li> <li>- Filing, scanning and saving files</li> <li>- Typing (creating templates, policies and documents)</li> <li>- Getting quotes for goods and services</li> <li>- Laminating</li> </ul>
<b>Skills, experience and qualities needed</b>	<ul style="list-style-type: none"> <li>- An understanding of Microsoft Word and Excel is an advantage</li> <li>- Comfortable using IT</li> <li>- Organised and logical</li> <li>- Prior experience of working in an office environment</li> </ul>
<b>When and where</b>	<p>Volunteer days and times are negotiable</p> <p>The Ship's Company operates from:  The Longshed  Tide Mill Lane  Woodbridge  Suffolk, IP12 1FP, UK</p>
<b>Support offered</b>	<ul style="list-style-type: none"> <li>- Full induction covering the working arrangements in the Longshed</li> <li>- All Ship's Crew members are covered by appropriate insurance</li> <li>- Role specific training</li> </ul>
<b>What you could get out of it</b>	<ul style="list-style-type: none"> <li>- You can develop new skills and put some existing skills into good use</li> <li>- You can connect with a wider community of people with similar interests</li> <li>- You can be part of a broad social network</li> <li>- You can be part of a unique historic project</li> </ul>
<b>Other relevant information</b>	<p>Applicants will initially be contacted by email to arrange a short telephone conversation or meeting prior to any commitment by either party.</p> <p>Applicant will need to use own IT equipment</p>
<b>What to do if you are interested</b>	<p>To complete an application form either complete <a href="#">this link</a> or go to the Ship's Company website <a href="http://www.saxonship.org/getting-involved/volunteer">www.saxonship.org/getting-involved/volunteer</a> where you will find the same application link.</p>

Please address any queries to [contact@saxonship.org](mailto:contact@saxonship.org)

