



ROLE DESCRIPTION:

County Inspire administration volunteer

Role

To provide administrative assistance to the county Inspire coordination lead volunteer and the Inspire team, in particular around events for 18–30 year olds.

Personal qualities

Organised, enthusiastic with a keen eye for detail and an interest of working with 18–30 year old volunteers.

Term

Appointed for an initial term of 3 years and may be re-appointed for a further 2 years*.

Responsible to

County Inspire coordination lead volunteer

Working with

County Inspire team

Other county team members

Region Inspire network (when required)

Responsibilities

- Be an integral part of the county Inspire team, working closely with the Inspire coordination lead volunteer and the rest of the team.
- Provide administrative support as required using Microsoft 365 applications (predominantly Teams and Outlook).
- Monitor the shared Inspire email account and assist with communications as required.
- Attend county Inspire team meetings and region Inspire meetings where possible.
- Support the team lead in designing, organising, and booking events for the Hertfordshire Inspire Network (using applications such as Eventbrite and Google Forms).
- Assist the Inspire social media lead volunteer with posting scheduled content.
- Liaise with the county administrators regarding advertising events in the monthly Billboard newsletter and on the county website.
- Keep the county media and communications team up to date to promote county/region Inspire events/activities on social media platforms.
- Help Inspire coordination lead volunteer with the preparation of the region Inspire challenge and the Hertfordshire county challenge component in particular.

Optional

- Write or edit posts for the Inspire blog.
- Visit Ranger units in the county to promote Inspire.

*Reappointment is not automatic.