

Whissendine Good Neighbour Scheme



Administrative Secretary Job Description

Collecting and safely storing personal sensitive information and keeping it up to date.

- Volunteers names, addresses, phone numbers and email addresses
- Drivers details of cars and insurance.
- Clients names, addresses, phone numbers and bus pass numbers (if they have them) and the date they expire.
- Volunteers DBS numbers

Collating the co-ordinators folder and updating it at the end of each month.

- Keeping volunteers and client details updated.
- Removing the completed record sheets of assignments undertaken during that month and adding new forms and sheets as necessary.
- Checking the WGNS mobile phone and topping it up if necessary.

Concessionary Travel Subsidy Co-ordinator/Secretary - monthly duties.

- Being the co-ordinator for the last week of each month and holding the phone in order to check the driving assignments done during the month and sort out the Concessionary Travel Subsidy Claim to send to Rutland County Council.
i.e. Any client holding a bus pass can have half their fare paid/refunded by RCC.
- Sorting drives into chronological order and then listing clients, drivers and amounts due to each driver. This is for treasurer to pay the drivers when we receive the subsidy.
- The final form which is sent to RCC lists the individual return drives with bus pass numbers to various places, stating full fares and clients/subsidised fares. Finally, when these columns are totalled we get a subsidy amount which I claim from Rutland County Council.

Other miscellaneous duties.

- Printing Volunteer Induction Packs for new volunteers and fliers for WGNS events.
- Answering queries from phone co-ordinators if they have problems or doubts about clients' requests.