



## **PART TIME ADMINISTRATOR WOKING SHOPMOBILITY** **with responsibility for Marketing & Social Media**

Woking Shopmobility is a registered charity which hires out mobility equipment (principally electric scooters and wheelchairs (electric & manual) for use within the centre of Woking. We also offer a home hire service by the week. The service helps clients with mobility issues, both permanent and temporary. This vacancy is for a person to join our current administration team working within a planned rota to fulfil a range of routine activities plus social media and marketing. The office has two members of staff to cover each day. Due to the different support given to clients as part of the service you may be alone for short periods.

### **You will report to:**

Woking Shopmobility Chairman (off site).

The team deals with all aspects of the service whilst on site

These include:

Correspondence, office maintenance, communicating with clients, document scanning, filing, handling cash & card payments plus the cleaning and sanitising of equipment after use.

Co-ordinating fundraising activities (other team members assist with this), including; Annual Pancake Relay Race, Christmas raffle draw (Hampers), liaising with 'Friends of Shopmobility'.

### **Special Responsibility – Marketing**

- Website maintenance
- Managing the social media channels including Facebook, Instagram & Google Maps
- Publicity material; includes leaflets, promotional flyers, and liaising with our printers, for business cards and letterheads

### **Technical Skills**

Good IT skills with knowledge of website maintenance (knowledge of Wix desirable, however not essential), and social media usage (Facebook & Instagram). Training can be given on these areas.

We are looking for:

A caring and patient personality, someone with excellent social skills to deal with the public and those who are vulnerable. You must have a sensitive attitude especially towards the older generation. Be a problem solver with strong practical skills and an organised approach to tasks.

### **Working Hours**

These hours are flexible within a planned rota covered by a five-person team, generally scheduled for two days per week from 10:00 am to 4:30 pm, with occasional Saturdays. Please note that the service is closed on Thursdays and Sundays.