



## **Sheffield Association for SPINA BIFIDA and HYDROCEPHALUS**

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**Job Position:** Services admin officer

**Job Description/Responsibilities:**

**As a Services admin officer at Sheffield Association for Spina Bifida and Hydrocephalus you will be responsible for:**

- . Monitoring grant**
- . The upkeep of diary for events for befriending coordinator/volunteers**
- . To assist the befriending co-ordinators / Events organiser whenever required**
- . Administration duties**
- . Create impact reports for activities and membership**
- . (Hon Treasurer and all duties that involves)**

**Any additional duties that the charity requires**

**Pre requisites:**

**Are a responsible, hardworking individual**

- . That can work without supervision**
- . With a positive and outgoing attitude**
- . A willingness to do whatever it takes for the benefit of the charity**
- . DBS check is valid**
- . Full driving licence**

**Equal Employment Opportunity Employer: Sheffield Association for Spina Bifida and Hydrocephalus is an Equal Employment Opportunity Employer.**