

OFFICE ASSISTANT

The Christian CARE Office is unique! This is not because of the size of the room, the type of office furniture or equipment, but because of how it is utilised. It is the only open space that Christian CARE can call its own and, as such, it is used by all the volunteers to its full potential. It is our "Hub" for meeting, storing, packing and producing items for a variety of activities. Spare toys and games for the children have their dedicated space in one of the cupboards! Shelves of cereals, nappies and toiletries line the walls. Bags of food are collected by befrienders and Shoppers on specific days of the month for the families we support. A welcoming cup of tea or coffee is always available for those volunteers who just need a hot drink and a chat before their next delivery!

The new Office Assistant will be working closely with two other Office team members, the Office Coordinator and the Office Administrator, under the leadership of the CARE Coordinator. The Office team aims to provide efficient administrative support to the Trustees, Project Coordinators and other volunteers. It should be noted that everyone in Christian CARE is a volunteer.

As an Office Assistant you would be joining a friendly and dedicated team, and would be using your time and skills to benefit many families who struggle in poverty and genuinely need our help.

ABOUT YOU

Are you...

- willing to join our small office team, and to participate well as a team member?
- someone experienced in office work, proficient in MS Office and with good written and verbal communication skills?
- a person with good interpersonal and organisational skills, a keen eye for detail and eager to contribute to the development and improvement of our office systems?
- aware of the importance of issues of safeguarding, and confidentiality?
- in sympathy with the ethos and aims of the charity?

ABOUT US

Our commitment to you is ...

- to arrange induction and ongoing training
- to offer you the support of working as part of a dedicated team of volunteers
- to arrange your DBS check [*if required*]
- to invite you to social events with other volunteers
- to pay your expenses

REMOTE WORKING

From the start of the pandemic in March 2020, the Office team has managed the general office activities without too much difficulty. We carried out the administration of CCA's 2020 AGM which was conducted over Zoom and was a new experience for all. The Annual Reports were already printed so distribution had to be by post. The Administrator was kind enough to go to the office, just before the 2nd lockdown, to print, collate and post the items.

We have managed to deal with internal and external mailing by utilising the bulk email system which reduced time, printing and postage costs for the majority of people on the mailing lists. The Administrator was also able to assist the CARE Coordinator in getting the annual statistics completed during 2020 and 2021 without too much trouble. We were also able to respond quickly to various requests from the Trustees, Coordinators and other volunteers for various information which we were able to obtain from our computer files remotely.

For the Office team, pCloud and Gmail were the two areas of technology which had the biggest impact on our remote working experience. Despite the disadvantages of not being able to interact or help our other volunteers who visit the office environment, the Administrator and I benefited from the extra concentration needed to work on the improvements to our computer and Gmail systems.

Cresso Scarlett
Office Coordinator

Who we are

We are a group of about 60 volunteers, many from different churches in Merton, who want to show care and concern for our neighbours as Jesus did. We are supported by more churches, by schools, women's groups as well as many individuals in the Borough and across the UK.

What we do

- Our Befrienders give time to listen when people are feeling lonely and isolated
- Through our Family Support scheme we help with regular and emergency food deliveries
- Our Furniture Project delivers recycled furniture, bedding and kitchen items
- Our Baby and Children's Project provides clothes for children and items for newborn babies
- Through our Children's Activities we address our concerns that youngsters should not miss out on things that their friends enjoy like birthday gifts, parties, camps, workshops and outings

HOW TO CONTACT US

Call by appointment only at...

Christian CARE Association
Martin Way Methodist Church
Buckleigh Avenue
London SW20 9JZ

Tuesday, Wednesday, Thursday
9.30am to 2.00pm

Phone us on ...

020 3302 0181
(Office hours and answerphone)
07932 628840

Email us at ...

Email: christiancaremerton@gmail.com

Visit us online at....

<https://christiancaremerton.org.uk>

Registered Charity : 1044099



**in the London
Borough of Merton**



**OFFICE
ASSISTANT**