

**\*\* NEW JOB\*\*** A mental health charity is seeking a PA to the Head of Operations. Paying up to £30,000 and based in Kensington. If you are interested, please email your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk)

Job: PA to Head of Operations

Location: Kensington

Salary: £30,000

**Main duties/Responsibilities:**

Your main duties will involve:

- Processing all of the applications to be a volunteer that we receive
- Contacting all of the referees to obtain references for our volunteers
- Manage the allocation of volunteers to training courses
- Process all of the feedback that we receive from people who use our service
- Providing first line support to our volunteers as they make their way through training
- Be a part of the team supporting our volunteers

You will also be given the opportunity to work on projects.

**Qualifications:**

- Ideally educated to A level or higher

**Experience:**

- Most of all we are looking for enthusiasm and initiative. Our only other requirement is that you should be comfortable and competent in using computers and internet based tools.

**Skills:**

- Excellent verbal and written communication
- Attention to detail
- Must be able to use online training and learning environments

- Organised and able to meet deadlines

**Performance goals:**

- Complete administration tasks on in an efficient and professional manner
- Work well under pressure and be able to multi task
- Communicate with our volunteers, charity partners and your colleagues professionally and effectively