WIVELISCOMBE
TOWN HALL AND LIBRARY

Administration Volunteer

Title: Administration Volunteer – Support a Community-Led Charity

About us:
Wiveliscombe Town Hall Trust is run by local volunteers working to restore and operate the Town Hall for community use, arts and events.

The role:
Provide essential behind-the-scenes support to help the Trust run smoothly.

What you'll do:

- Help with emails and basic correspondence
- Support record-keeping and document organisation
- Assist with bookings and enquiries
- Provide general administrative support to Trustees

What we're looking for:

- Organised and reliable
- Comfortable with basic computer tasks (email, documents)
- Attention to detail
- Ability to work independently

What you'll gain:

- Experience in charity administration
- Insight into how a community organisation operates
- A flexible role that makes a real difference

Time commitment: Flexible, can be done partly remotely

Our commitment:
We are committed to building a diverse and inclusive organisation that reflects the communities we serve. We welcome applications from people of all backgrounds.

Interested?
We'd be happy to arrange an informal conversation.

Contact:
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