

Administrative Assistant

Part-time / Flexible 12 hrs a week

Initial 12-month contract (with possible extension).

We are looking for a highly organised Administrative Assistant to support the smooth running of the Wetherby and district Foodbank. This role is perfect for someone with excellent communication skills, attention to detail, and a passion for community support.

Key Responsibilities

- Be the first point of contact for phone and email administration and management enquiries.
- Maintain volunteer records and training compliance.
- Support recruitment, training and rota management of volunteers.
- Produce and distribute quarterly newsletters to volunteers and donors.
- Keep databases and spreadsheets accurate and up to date.
- Provide admin support for seasonal collections, food drives and thank-you communications.
- Keep the office organised and order supplies as needed.

What we're looking for

- Strong organisational and IT skills.
- A clear, friendly communicator.
- Able to work independently and as part of a team.
- Committed to safeguarding, confidentiality and inclusivity.
- Marketing skills a bonus but not essential

October 2025