##### Job Description



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| **POST:** Support Worker to the Service manager**LOCATION:** MertonVision**ACCOUNTABLE TO:** Service Manager HOURS: 28 hours per weekSALARY GRADE: £22,750 per annum Pro rata  |

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| **JOB PURPOSE:** To support the Service Manager to carry out his duties and provide support to overcome practical tasks that are difficult due to his visual impairment.  To support members of the Management Team and Board of Directors where appropriate within time restraints. |

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| **KEY ACCOUNTABILITIES/TASKS:**1. Reading mail and prioritising.
2. Dealing with documents, summarising as appropriate
3. Proof reading material including NESS News and the Annual Report
4. Preparation of documents using Microsoft software, SL, Database or equivalent software
5. Accompanying the Service Manager to conferences, meetings and events which may involve travelling out of the local area
6. General administrative duties including filing, making appointments and diary management
7. Reading documents including confidential material to the Service Manager as required
8. Provide Board and Finance Committee Minute taking and Minute production

 10. Provide ad hoc administrative support to Directors as required 11. Provide administrative support to members of the Management Team where time allows GENERAL:Administer Data entry and Data extraction from company Database, provide reports in accessible formats.To undertake other such duties as may be reasonably required by the organisation.In AdditionYou are expected to adhere to MertonVision’s policies and procedures.Training needs will be identified in discussion with your line manager on an ongoing basis. Employees are encouraged to attend training courses to meet the needs of the organisation as well as personal and job development needs.Support will be given to you by your line manager during regular supervision sessions and an annual appraisal.On occasion you will be asked to assist other members of staff in their daily work. This applies for extraordinary situations in times of absences and will not be a regular occurrence.  |

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| I accept the particulars of this job description SIGNED.............................................................................Date......................... |