



STUDIO ADMINISTRATOR VOLUNTEER ROLE DESCRIPTION

The Cirencester & District TN is run entirely by volunteers whose sole purpose is to compile, record, copy and distribute a high quality weekly talking newspaper and magazine.

This description sheet clarifies what you will be doing, with no contract of employment implied and no legally binding relationship created.

FIRST POINT OF CONTACT: Reports to the Admin Manager.

AIM: To carry out the administrative functions necessary to ensure efficient and timely distribution of recordings and optimum customer service to listeners.

RESPONSIBILITIES:

- On all admin days the relevant person will burn that week's recording from the PC onto a master CD, copy and despatch via Royal Mail using 'Articles for the Blind' postage.
- The blue CD envelopes will be prepared for the following week with both Listener and TN addresses.
- To ensure there are always enough CDs/envelopes and labels
- To ensure that all enquiries and feedback received into the studio are logged and dealt with in a timely and efficient manner.
- To maintain the Listener and Volunteer databases on the studio PC.
- To carry out all administrative tasks as agreed with the Admin Manager
- To maintain an electronic Day Book

This position requires the post holder to be in the Studio a minimum of one morning a week.

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ADDITIONAL POINTS TO NOTE (applicable to all volunteers):

- New volunteers will be appointed on a probationary basis for up to six months.
- Volunteers may like to familiarise themselves with the Charity's constitution (available on the noticeboard and website).
- Please give as much notice as possible if unable to attend the scheduled volunteering time(s). Please comply with all Health and Safety notices and any other rules posted on the Studio noticeboard.
- Please inform the Secretary to the Trustees of any changes in contact details.
- Volunteers are entitled to vote at the charity's AGM and EGMs. Membership of the charity will automatically lapse if, without good reason and after appropriate approaches, a volunteer has not participated for a period of six calendar months.
- If a grievance or problem arises that cannot be resolved by your First Point of Contact, please refer it the Chair of Trustees or Secretary to the Trustees who will bring it to the attention of all Trustees.

Date: June 2026