

Administration Assistant

Location: Creech St Michael, Somerset

Hours: 6 hours per week (term time only)

Salary: £12.38 per hour

Contract Type: Part-time

Reports to: Escape Team Leader

About ESCAPE Support Group

ESCAPE Support Group is a dynamic local charity supporting families raising children with disabilities or additional needs. We create inclusive, joyful experiences through day trips, holidays, and events that bring families together and offer much-needed respite and connection. Our small, passionate team works hard to make a big impact — and we're looking for someone equally enthusiastic to join us.

The Role

This is a varied and rewarding role for someone who thrives on organisation, creativity, and making a difference. As our Administration Assistant, you'll play a key role in our office operations, helping to keep everything running smoothly while supporting the delivery of our events and services.

Key Responsibilities

- Prepare and format documents, posters, itineraries, and newsletters using Word, Canva, and Excel
- Maintain accurate records and databases (e.g. member details, event attendance)
- Handle correspondence and liaise with venues, suppliers, and partner organisations
- Support the team with scheduling, booking, and coordination of events and activities
- Keep the office and storage areas organised and tidy
- Ensure filing systems (digital and physical) are up to date and accessible
- Monitor supplies and equipment, and support logistics for events
- Manage and update social media accounts (Facebook and Twitter)

- Respond to messages and promote upcoming events and activities
- Help raise awareness of ESCAPE's work through creative content and community engagement
- Support the planning and delivery of fundraising events
- Attend networking opportunities to represent ESCAPE and build connections
- Contribute to promotional campaigns using local media and online platforms

What We're Looking For

- Strong IT skills (Word, Excel, Canva, social media platforms)
- Excellent organisational and time management abilities
- A caring, empathetic attitude
- Ability to work independently and as part of a team
- Flexibility and willingness to learn
- Good written and verbal communication skills
- Ability to drive and transport equipment when needed
- Creative flair for designing engaging materials and content

Additional Information

Working Hours: Flexible within office hours (Tuesday–Thursday, 9:00am–3:00pm)

Holiday Entitlement: 28 hours annually (including bank holidays)

Pension: 5% employer contribution

DBS Check: Enhanced DBS required prior to starting

Why Join ESCAPE?

This is more than just an admin role — it's a chance to be part of a warm, welcoming team making a real difference in the lives of local families. If you're organised, creative, and passionate about helping others, we'd love to hear from you.