

ADMIN ASSISTANT

Job description and personal specification



Job title: Admin Assistant

Accountable to: Operational Business Manager

Purpose

The Admin Assistant will be reportable to the Operational Business Manager, providing administrative support and liaising with all departments and charity shops within the organization. Have a flexible attitude to adapt to changing situations as and when they arise. Be prepared to carryout driving duties as required between charity shops.

Key Tasks and Responsibilities

Core duties

To undertake specific tasks on identified projects, under the supervision of the Operational Business Manager, including:

- Attending internal meetings and take and distribute minutes.
- Follow-up on actions from meetings and liaise closely with Line Manager.
- Audit internal documents and ensuring workforce have read and signed.
- Audit staff personnel files and update where necessary.
- Audit new starters folders in the organisation.
- Maintaining Company archives.
- Responsibility for fire drills and fire records.
- Collating information for Management Team.
- Monitor and update the website
- Monitor and post on Facebook.
- Carry out surveys on Survey Monkey and report findings.
- Prepare and circulate newsletter.
- Assist in organising annual events and trips.
- Assist in the preparation and distribution of handmade products required for events. Participate in events as required.
- Ensure stock of handmade products is maintained in local outlets.
- Respond to telephone enquiries and convey accurate information promptly and appropriately.
- To work as part of a team.
- To undertake other duties as requested appropriate to the grade of this post.

Personal Specification

The skills, knowledge and abilities required by Branching Out to be considered for the position of Admin Assistant consist of the following:

Quality /skills	Essential	Desirable	Assessment
Good communication skills	/		
Ability to solve problems	/		
Ability to manage time effectively	/		
Good organisation skills	/		
A flexible approach and the ability to work effectively with others	/		
Attention to detail with an ability to work autonomously and with appropriate reference to more senior colleagues.	/		
Excellent written and verbal communication skills	/		
Full UK driving licence Group B	/		
Experience			
Excellent skills with Microsoft Word Office, Excel, PowerPoint, Outlook etc. within the workplace	/		
Correspondence/writing letters to appropriate bodies, and receive incoming mail in a work-based setting	/		
Keeping records and report writing	/		
Understanding of web technologies and event management.		/	
Some knowledge of project management approaches		/	
Flexibility within the working day to adapt to changing circumstances	/		
Experience of working as part of a team delivering complex tasks.	/		

This role will require the majority of your work to be carried out in the same location as people with learning disabilities that the organisation supports. The post holder will have no responsibility for the support of people with learning disabilities.

All staff are required to respect the confidentiality of all matters that they might learn in the course of their employment.

All staff must respect the requirements of GDPR (General Data Protection Regulations)

All staff must ensure that they are aware of their responsibilities under the Health and Safety at Work Act 1974

All staff must carry out all reasonable management instructions.

To complete this role effectively the post holder must ensure that their mandatory training is completed, comprehended and updated in accordance with policy guidance.

This position is subject to an enhanced Disclosure Barring Service Check as per our application form.

I have been given a copy of this document and I agree that this is a true copy of the Job Description.

Starting salary: £18,000 per annum, 40 hours per week

Holiday entitlement: 25 days plus bank holidays