

Job Description for Central Administration Officer (Cambridge City)



You are responsible to:	Executive Director (ED)
Your salary is:	£21,589 per annum (<i>pro-rata</i>); NJC scale 12
Your holiday entitlement is:	25 days pa plus statutory holidays (<i>pro rata</i>)
Your conditions of employment:	As per your contract
Your contract is:	12 month contract Possibility for extension
Your hours are:	15 hours per week – preferably 3 hours per day
Location	Office A, Dales Brewery, Gwydir Street, Cambridge CB1 2LJ

Purpose of the role

- *To provide administrative support for the ED and other team members so that The Kite Trust delivers high quality and timely services.*
- *To coordinate volunteer support across the organisation.*
- *To support the development and maintenance of various monitoring systems required to inform funding bids and reports.*
- *To assist the HR/Finance officer with personnel and budget matters.*

Responsibilities

General administration

Your tasks will include:

1. Responding to email and telephone enquiries - passing on requests and contacts to relevant team members and recording contacts on Charity Log.
2. Responsibility for daily administration tasks such as opening post and managing stationery.
3. Acting as the first point of contact for requests for training and schools bookings.
4. Maintaining and improving the training and schools booking systems.
5. Maintaining and co-ordinating our subscriptions and memberships.
6. Supporting training by making up training packs and collating evaluations.

7. Attending staff meetings and taking notes.

Coordination of Volunteers

Your tasks will include:

1. Maintaining an up-to-date record of volunteers and their input.
2. Allocating volunteer support to hubs and other activities.
3. Supporting the HR Officer to ensure the recruitment and induction of volunteers complies with The Kite Trust's policies and practices.

Personnel

In conjunction with the HR Officer, your tasks will include:

1. Administration relating to recruitment.
2. Administration relating to sickness, leave and TOIL.

Finance

In conjunction with the Finance Officer, your tasks will include:

1. Data entry of financial transactions into Quickbooks.

Governance

Your tasks will include:

1. The production, collation and distribution of committee documents.
2. Note-taking at Trustee meetings if required.
3. Undertaking coordination for the AGM in association with other staff members.
4. Note-taking at the AGM.

Other Duties and Requirement of the Job

1. From time to time you may be expected to undertake other duties to support the smooth running of The Kite Trust.

Central Administration Officer Person Specification

	Essential	Desirable
Knowledge	<p>Proficient with Microsoft software, with a good knowledge of Excel.</p> <p>A good knowledge of workforce principles and practice within Youth Work Sector.</p> <p>A good knowledge of safeguarding procedures.</p>	<p>Knowledge of LGBT+ identity and the particular challenges faced by young LGBT+ people.</p>
Skills	<p>Proven ability to work well as part of a team as well as on own initiative.</p> <p>Excellent face-to-face, telephone and written communication skills.</p> <p>Well organised with the ability to work to deadlines and demonstrate attention to detail.</p> <p>Ability to work with a range of individuals and groups.</p>	
Experience	<p>Substantial experience of administrative work, including data inputting.</p> <p>Working in a team.</p> <p>Undertaking administrative tasks, such as responding to emails, answering telephone calls, maintaining filing systems and working on databases.</p>	<p>Experience of working in the voluntary sector.</p> <p>Experience of working in the LGBT+ sector.</p> <p>Experience of maintaining financial records.</p> <p>Experience of servicing a committee.</p> <p>Use of Quickbooks.</p> <p>Use of Charity Log.</p>
Personal Qualities	<p>A commitment to promoting equality.</p> <p>Punctual and reliable.</p> <p>Committed to preserving confidentiality.</p> <p>Availability to work occasional evenings.</p>	