

## Job Description

<b>Job Title:</b>	<b>Administrative Assistant</b>
<b>Reports to:</b>	<b>Regional Development Manager</b>
<b>Responsible for:</b>	<b>N/a</b>
<b>Ma</b>	<b>Mansfield Office but with some occasional travel</b>
<b>Grade:</b>	<b>7</b>
<b>Salary:</b>	<b>£14,403.64</b>
<b>Job type:</b>	<b>Permanent</b>
<b>Hours of work:</b>	<b>Monday, Friday and 2 other weekdays. 9am – 3pm. 22h a week, flexibility required.</b>

### Job Purpose

To provide a comprehensive administrative support service to enable the effective delivery of the charity's miners' welfare support services, trust fund secretariat responsibilities, bookings and support services to community hall and the efficient operation of the Regional Office.

### Key Responsibilities

- To support the regional development manager in processing and responding to a range of enquiries from independent miners welfare charities.
- To deliver a full range of office skills to a high standard including, responding to telephone calls, minute taking, typing of correspondence, reports, agenda papers, special projects, photocopying, scanning, filing, archiving, dealing with the post and dealing with visitors to the office
- To support the development manager in the organisation of meetings and events and to provide comprehensive meeting papers, conduct follow up work and to liaise with those attending.
- To attend external meetings (travel in the region will be required), alongside the development manager, to take minutes, and produce these to a high standard.
- To accurately update and maintain the organisation's community welfare database and electronic and paper filing systems.
- To oversee the day to day running of a local community centre, including administering bookings, processing payments, weekly centre checks and liaising with other parties to ensure services are provided professionally
- To take responsibility for stationery orders, and to ensure that all office services (utilities etc.) are properly maintained and updated.
- To process office invoices and ensure that each are properly authorised
- To participate in any learning and development opportunities, and to be a designated officer where required, for example first aid and fire requirements
- To support the personal welfare administrative team during periods of absence including annual leave and sickness.
- To undertake additional duties and tasks as may be reasonably required.

Skills/Qualifications/Experience
<p><b>Essential:</b></p> <ul style="list-style-type: none"><li>• Excellent IT skills including use of databases and Microsoft Packages</li><li>• Excellent time management skills and the ability to prioritise work</li><li>• Attention to detail and problem solving skills</li><li>• Excellent written and verbal communication skills</li><li>• Strong organisational skills with the ability to multi-task</li><li>• Excellent customer service skills</li><li>• Experience of working in an office environment, with experience of, and ability to undertake a range of administrative duties including filing, photocopying, collating reports, proof reading etc</li><li>• Understanding of confidentiality and dealing with sensitive issues</li><li>• Good general standard of education to at least GCSE level in maths and English as a minimum</li><li>• Ability to prepare reports, arrange and organise meetings.</li><li>• Experience of using and maintaining databases to a high standard.</li><li>• Driving licence and access to own vehicle</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• Qualification in administration</li><li>• Experience of interpreting legal documents</li><li>• Experience of working in the charity sector</li></ul>






*This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work.*

*This job description may subject to review and/ or amendment at any time to reflect the requirements of the job.*