

<b>Role Title</b>	<b>Team Administrator – Office Admin and Event Organisation.</b>
<b>Hours</b>	16 hours per week over 4 mornings (office based) occasional evening and weekend work (related to specific events) Flexible
<b>Functions</b>	Reports to Chief Operating Officer
<b>Salary Level</b>	£15 – 16.50 per hour ( depending on experience)
<b>Main Work Location</b>	The Old Carhouses, Broadlands Estate, Romsey

### **Role Overview**

This role will enable us to sustain the quality of what we currently deliver to young people and their families by developing our administrative systems and processes to maximize our impact as a Team.

Our administration ensures all basic information related to families, staff, volunteers and events are up to date, responsive, confidential and structured to ensure the smooth day to day running of the charity.

Although you will have specific responsibilities, you will be expected to assist and support all aspects of general administration.

The role will be responsible for the organisation of four key Simon Says events every year; and provide office support.

The role will also have responsibility for keeping records of day-to-day expenditure and assisting with budget planning.

Details below ...

### **What you will be doing**

#### **1. OFFICE ADMIN**

- dealing with incoming calls, using initiative to deal with queries
- cover our general email account, respond or coordinate responses as necessary
- support office volunteers to use their skills for the benefit and smooth running of the charity
- provide essential cover for Volunteer Administrator (holiday periods)
- premises maintenance issues
- general purchasing for organisation
- printing / stationery / post
- equipment – purchases / contracts / faults
- refreshments / orders
- monthly KPIs

#### **2. SIMON SAYS EVENTS (Summer BBQ; Christmas parties and Fairthorne Activity Days)**

- setting dates & booking venues
- co-ordinating volunteer and activities / organising food, entertainment and presents
- invitations to families

- registration for events
- point of contact for families attending (medical forms / queries)
- risk assessment – coordination

### 3. FINANCES

- make venue bookings, check details and process invoices
- basic records – orders / invoices / payments
- banking – as cheques arrive
- liaison with Treasurer on a regular basis, investigating queries, alerting to any concerns
- liaising with Head of Fundraising / updating records
- budget setting with COO and management for SS events

#### ***What you will need***

- Work experience in a similar administration role
- Ability to use excel and a database with ease everyday ( helpful to know QuickBooks)
- Effective communication to a wide range of people.
- An understanding of GDPR requirements relating to administration of services
- Flexible attitude to work and ability to flex your time to meet service needs
- Confidence to deal with a wide range of people and contacts on behalf of the charity
- Empathy and understanding of the work we do
- A proactive mindset when identifying problems and developing solutions
- An anti-discriminatory approach to all those you work with

Note : Full driving licence and own transport needed

#### ***Other information***

Simon Says is committed to safeguarding and promoting the welfare of its staff, volunteers, children and young people.

We expect all our staff to be aware of their responsibilities to protect staff and service users from abuse or harm. Successful applicants will therefore be required to undertake a DBS check.