



JOB DESCRIPTION

Name

Job Title

Office Administrator

Contract Type

Permanent

Hours Worked

Full Time - 35 hours per week

Lunch

1 hour or as otherwise agreed

Role

Provide administrative support to Urban Outreach projects and staff

Job Description (Main Duties and Responsibilities)

Reception

Provide first point of contact for visitors and callers to Environ House and manage the answerphone
Advise clients and visitors and take messages as necessary
Manage and respond to requests for information about the charity and volunteering opportunities

Office Stock & Equipment

Ensure stock of consumables is managed to meet all needs within the office
Support the maintenance and servicing of photocopier, computers, telephone equipment etc.

Office Administration

Support the production, distribution and display of publicity materials and mail-outs
Manage office filing systems, archiving and the shredding of documents.
Prepare and post letters, e.g. thank you letters to donors and partners, mailings to supporters
Receive and distribute incoming mail
Ensure the health and safety of the office is maintained, organise fire drills and audits as necessary

Finance Support

Maintain filing of accounts, invoices and payments information
Receive, process and deposit cheques and cash donations

Support to the Chief Executive and Leadership Team

Prepare agendas for meetings and take notes of meetings as required
Administer the production and distribution of the bi-monthly Prayer Diary
Support the preparation of material for website and social media accounts
Manage the appointment and speaking engagement calendar of the Chief Executive

Management Information

Enter data into and maintain Urban Outreach management information systems and databases
 Help collect and prepare information required for returns to funders and partner organisations

General

Help out with the administration and implementation of seasonal Urban Outreach project activity and events as required.

Be familiar with the Policies and Procedures of Urban Outreach (Bolton), including Safeguarding, Health and Safety and Equality & Diversity. Abide by them at all times.

Person Specification

<u>Essential Criteria</u>	<u>Desirable Criteria</u>
Experience of office-based administration work	Experience of working with vulnerable people
Computer literate – including experience and a good working knowledge of Outlook, Word, Publisher, Excel and Access	Experience of working for a charity
A high level of integrity and discretion	Access to a car and holding a full UK driving licence
Ability and willingness to take instruction, work as part of a team and to use own initiative	Experience of working with volunteers
Ability to relate well to people including staff, clients and individuals from other organisations	
Good communication skills both written and verbal	
Good attention to detail and accuracy in completing tasks	
Good organisational skills and the ability to plan and prioritise	
Agreement with the Christian ethos of Urban Outreach (Bolton)	

Office Administrator: _____

Date: _____

Chief Executive: _____

Date: _____