

## Centre Administrator Job Description

<b>Job title:</b>	<b>Centre Administrator</b>
<b>Responsible to:</b>	Operations and Development Manager
<b>Hours of Work:</b>	15 hrs per week, office based. These hours can be worked flexibly.
<b>Location:</b>	Based at Donnington Doorstep Family Centre
<b>Salary and benefits:</b>	£19,965 - £21,621 pro rata  Holiday entitlement is 6 weeks p.a. pro rata inclusive of bank holidays and a pension scheme.

### Outline of Post:

To maintain and manage the administrative processes to support good practice in HR, health and safety, governance and facilities management at Donnington Doorstep.

### Main Tasks and Responsibilities:

- To be responsible for organising, administering and recording systems to manage Human Resources requirements for Doorstep employees including
  - Preparing contracts
  - Managing staff personnel logs
  - Organising and booking training events
- Support recruitment and induction process including
  - Disseminating applications
  - Organising interviews
  - Creating offer letters
  - Requesting references and organising DBS checks
- Leading on facilities and building use, including
  - Maintaining records on building maintenance
  - Obtaining quotes for building work and maintenance and utilities contracts
  - Liaising with and booking contracts to carry out repairs and maintenance on the building
- Managing procurement for building supplies including office supplies and cleaning supplies
- Acting as the first point of contact for enquiries to Doorstep both via phone and email.
- Oversee ICT requirements for staff including being the first point of contact for queries
- Upkeep and maintenance of other administrative systems as required
- To ensure that appropriate confidentiality is maintained.
- To carry out any other duties as requested by and agreed with Line Manager.

*NB This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.*

## Person Specification

We will interview people who can show on their covering letter that they meet all the “Essential” qualities below: We will use the interview and assessment process to establish if candidates have the “essential” qualities.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications &amp; knowledge</b>	<p>Developing &amp; managing robust administration processes &amp; procedures.</p> <p>A high standard of numeracy and literacy.</p> <p>Implement effective administrative and HR systems.</p>	<p>Training related to HR administration or Health and Safety would be an advantage.</p> <p>Working in a not for profit setting.</p> <p>Charity Commission and companies house compliance requirements.</p>
<b>Experience and Aptitude</b>	<p>Experience in an Administrative or HR role.</p> <p>Excellent organisational skills.</p> <p>Highly IT literate with excellent word-processing, excel, web research.</p> <p>Ability to: Plan &amp; manage your own workload including determining priorities to meet deadlines.</p> <p>Work independently as well as part of a team facing multiple priorities.</p> <p>Adaptable, flexible and open to change learning and developing new skills quickly.</p> <p>Understand the importance of confidentiality, data protection and professional boundaries.</p> <p>Have an understanding of equality, diversity and inclusion.</p>	
<b>Communication Skills</b>	<p>Excellent verbal and interpersonal skills and the ability to communicate with and relate to a wide range of people.</p> <p>Excellent written and IT communication skills</p> <p>Ability to relate to and value staff at all levels of the organisation, partners and service users confidently and effectively.</p>	
	<p>Please note, the specific nature of the post requires the following abilities as a minimum:</p> <ul style="list-style-type: none"> <li>• Fluent in English and highly numerate</li> </ul>	