



JOB DESCRIPTION

POST:	Office Administrator
RESPONSIBLE TO:	Deputy Chief Executive
JOB PURPOSE:	To oversee the running of the charity's office, coordinate all design/print requirements of the charity, financial admin and provide support to the Chief Executive and Board of Trustees.
LOCATION:	London
PART TIME:	£12,429 (20 hours)

MAIN DUTIES OF THE POST:

1. Provide secretarial support to the Board of Trustees, organising meetings, taking and circulating minutes and maintaining close contact with individual trustees.
2. Manage head office, ensuring that it runs smoothly, ensuring all correspondences are dealt with in accordance with the charity's communications strategy. Ensure the office is fully stocked with stationery items and office equipment is maintained.
3. Coordinate the publication the quarterly Fertility Network magazine on time, obtaining and commissioning articles, liaising with staff/trustees to ensure the content of the publications reflect current thinking.
4. Coordinate collating and dissemination of all e-publications.
5. Coordinate all other design/printed material of the charity.
6. Liaise with the accountant for bookkeeping queries and salaries, monitor charity bank accounts and investments. Process of all supplier invoices, staff and volunteer expenses.
7. Maintain all personnel records including sickness and holiday records.
8. Coordinate all recruitment requirements including arranging advertising of new posts, collating and replying to applications and assisting with interview arrangements.
9. Work with colleagues to deliver the Fertility Network UK business plan, contributing as agreed.
10. To undertake other duties within the responsibility of the post.

PERSON SPECIFICATION

The Office Administrator is responsible for organising all of the administrative activities that facilitate the smooth running of Head Office and act as an ambassador for the Fertility Network when welcoming visitors to Head Office.

They must make sure that office equipment is maintained, relevant records are up to date and that all administration processes work effectively.

You have the responsibility for ensuring the office runs efficiently.

Responsibilities

The role is varied, but activities typically include:

- Using a range of office software, including email, spreadsheets and databases;
- Managing filing systems and dealing with all correspondences;
- Coordinate payroll, accounts and bank reconciliation;
- Maintaining personnel records
- Developing and implementing new administrative systems, such as record management;
- Recording office expenditure and prepare all documents for accountant;
- Organising the office layout and maintaining supplies of stationery and equipment;
- Coordinating design and supply of printed literature
- Coordinating publications, including e-publications and the charity magazine?
- Maintaining the condition of the office and arranging for necessary repairs;
- Organising meetings, including trustee meetings
- Attending and taking minutes of trustee meetings;
- Coordinating the recruitment of new staff, sometimes including training and induction;
- Implementing and promoting equality and diversity policy;
- Writing reports for senior management and delivering presentations;
- Responding to enquiries and complaints;
- Reviewing and updating health and safety policies and ensuring they are observed;
- Coordinate regular testing for electrical equipment and safety devices;
- Attending conferences and training.
- Any other duties which may be required as part of this role

Skills

It is helpful to have experience that shows good team-working and management skills. You will need to show evidence of the following skills and personal qualities:

- Excellent organisational and time management skills;
- Good IT skills, including knowledge of a range of software packages;
- The capacity to prioritise tasks and work under pressure;
- Ability to liaise well with others and delegate tasks;
- Strong oral and written communication skills;
- Ability to work on your own initiative;
- Attention to detail;
- Flexibility and adaptability to changing workloads;
- Solution focused and project management ability.

Taking on an extracurricular project or managing a team of volunteers is a good way of acquiring these skills, particularly if you have not had the opportunity to apply them in a work environment.

A familiarity with legislation in the areas of employment, equality and diversity and data protection can also be useful.

Qualifications and Professional Development

Degree or HND but the following subjects may be particularly helpful:

- Business administration/business management;
- Computing and information technology;
- Human resource management;
- Management;
- Public administration.

Entry without a degree, HND or foundation degree is possible for those who have relevant work experience and skills.