

Vacancy

Office Administrator

January 2023

Job Description

Administrator part time post 14 hours a week salary £12 per hour. **This post is 'in person' in the office. Working from home would only be in agreement with Director in advance and in emergency circumstances only.**

JOB SUMMARY • To provide professional, efficient and effective administrative support to Sikh Sanjog, ensuring efficient and effective running of the charity office and daily business. To support the charity team in the management and administration of its fundraising, HR and marketing functions.

Skills Required

Communication and people skills: Often being the first point of contact, the Office Administrator will need to possess excellent communication skills. The image of the organisation and its services relies heavily on the ability of the Office Administrator to communicate effectively and sympathetically with a wide variety of people including staff and supporters.

Have excellent time management and organisational skills to be able to deal with a multitude of tasks and a range of priorities. • Information Technology skills i.e. Social Media: strong IT skills and be competent in the use of most Microsoft Office applications including Outlook, Word and Excel. A working knowledge of PowerPoint and Publisher would also be helpful. • Problem solving skills: be practical, proactive, unflappable and able to use their initiative.

MAIN DUTIES AND RESPONSIBILITIES

- Be responsible for the smooth running of the charity office, dealing with enquiries by telephone, email and post, and maintaining filing systems (both electronic and hard copy).
- Arrange and minute all bi-monthly board meetings.
- Compiling all reports to create the Annual Report and Running the Annual General Meeting of Sikh Sanjog.
- Filter telephone calls before passing them to the necessary person. Take and relay accurate and timely messages and answer questions where possible.
- Maintain a comprehensive paper and electronic filing system. • Deal with visitors to the organisation in an appropriate and personable manner.
- Make any necessary travel arrangements for the charity team. • To undertake word processing, electronic communication, telephone communication, filing, printing and photocopying work as required by the charity team, including the Youth Work, Community Development and Outreach/Counselling.
- Set up meetings, book meeting rooms and coordinate events accordingly.
- Assist with keeping contact databases and records up to date, including forwarding any data protection queries to the relevant team.

- Be responsible for the handling and processing of post. • Maintain office supplies and orders.
- Draft, type and dispatch charity office correspondence as requested. • Attend occasional evening and weekend fundraising/charity events and exhibitions as required. • Formatting organisation policies in line with brand guidelines.

General Responsibilities

- To understand, adhere to and actively implement all the policies and procedures of Sikh Sanjog and its services at all times.
- To operate and comply with the provisions of the Data Protection Act 1998 and relevant Sikh Sanjog policies during the course of undertaking the role.
- To safeguard children, young people and adults at risk, at all times.
- To undertake training as required.
- Assist with other work, events and projects as needed.
- To undertake additional tasks reasonably requested by the Director and the charity team.