

**CAMPHILL COMMUNITY HOLYWOOD**

**ADMINISTRATOR PT**

**JOB DESCRIPTION**

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| **JOB ROLE** | **Ensuring effective and efficient administrative support to the community.** |
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| **RESPONSIBLE TO:** | **Community Manager** |
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| **LOCATION:** | **Holywood** |
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| **HOURS OF WORK:** | **Part-time 20 hours per week 4x days 5hr per day.** |
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| **SALARY:** | **£9.10 per hour (£17,745 FTE)** |
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| **CONTRACT:** | **Permanent, part-time** |

**KEY RESPONSIBILITIES**

***General administration:***

* Provide full administrative support within the office including (but not limited to) email management, data entry, typing, photocopying, scanning and other administrative tasks.
* Preparing papers for meetings
* Diary management, including advising team of impending deadlines, internal and external commitments.
* Maintain and develop good filing systems.
* Collation and distribution of materials.
* Note/minute taking of internal and external meetings as required.
* Record all incoming and outgoing invoices and payments, assist with banking, and maintain financial records.
* Manage office supplies and stationery across the community.
* Ensure telephone calls are dealt with appropriately including answering queries and providing accurate information about Camphill Holywood.
* Dealing with all enquiries, emails, queries in a professional and courteous manner, whether in person, on the telephone, by email.
* Maintaining financial, maintenance HR and personnel records.
* PAYE and payroll
* Following and complying with all policies and procedures of the organisation including maintaining confidentiality and abiding by GDPR requirements.
* All other reasonable duties as required.

Applicants must, at the closing date for applications, be able to demonstrate:

***Experience:***

* Sound experience of working in an office environment and administration [Essential]
* Proven experience of using IT packages including Sage (or other alternative), Sharepoint, Microsoft Word packages, spreadsheets, databases, windows applications [Essential]
* Excellent administrative skills [Essential]
* Experience of payroll [Essential]
* Experience of managing financial systems including financial reporting [Essential]
* Experience of inputting data and producing reports for internal and external audiences [Essential]
* Experience of communication and organisation with a variety of staff [Essential]

***Skills/Abilities:***

* Excellent oral and written communication skills - numerate, accurate, methodical and organised [Essential]
* Able to manage own workload appropriately, demonstrating efficient and reliable practice and meet all deadlines. [Essential]
* Able to manage the work in the office in an innovative, adaptive and consistent manner [Essential]
* Capable of working in partnership with all staff [Essential]
* Work independently and on own initiative without direct supervision [Essential]
* Flexible and adaptable (some out of hours attendance at meetings may be required occasionally) [Essential]
* Understanding importance of fostering great relationships with stakeholders [Desirable]
* Understanding of the work of Camphill communities, the non-profit, charitable and learning disability sectors [Desirable]
* Willingness to learn and understand the values of Camphill Holywood and Camphill communities, an understanding approach to working with people with learning disabilities and other needs. [Essential]