

Template

Example job description (key elements to include)

Job Title: Administrative Officer

Project: XXX

Location: Northern Ireland

Reports to: Office Manager

Salary: NJC Pt. 17 (currently £16,830 per annum pro rata) plus contribution to personal pension or stakeholder pension of 6% of salary.

Hours of Work: 18.5 hours per week

Annual Leave: 28 days (pro rata) plus extended Christmas leave and pro rata Bank Holidays

Duration of the Post: This post is initially funded until 31st March 20XX. Future funding will be kept under review

Job purpose:

The purpose of the post is to provide XXX. Working closely with the XXX and ensuring administrative systems are carried out to a high standard and monitored accordingly. The work of this post centres round the office and administration, but will also involve contact with the public, voluntary and statutory organisations.

Key Responsibilities and Accountabilities:

- To undertake administrative work for the XXX including
- Setting up or maintaining office systems (including computerised information),
- Administering Do-It e-mails, sending mailings to organisations, producing
- Standard letters. Dealing with correspondence, word-processing documents
- etc.
- Processing volunteer's details onto the Volunteer Centre's database (v-base)
- Processing new opportunities and updating existing opportunities onto v-base
- Reviewing and updating current Volunteer Centre Procedures
- Responding to general enquiries from potential volunteers and organisations
- Assist with the follow-up of potential volunteers to identify whether they have been placed with organisations

Working Relationships:

1. Reports to XXX Manager
2. Works with DEVELOP staff, volunteers and trustees
3. Works closely with other DEVELOP administration staff

Person Specification:

XXX Job Description April 20XX

Essential:

- Am administration qualification
- Administrative experience in a similar role
- Database skills
- Experience of using the internet for research and information and social media
- To have good interpersonal and communication skills and professional demeanour
- Experience of taking minutes, preparing agendas for meetings
- Excellent communication skills, both verbal and written and professional demeanour with good relationship building and networking skills
- Effective administrative skills, and a good standard of IT skills, including MS Word, Excel, Outlook, Access or other databases, and internet
- Sound numeracy skills, including the ability to independently produce statistical reports using databases and spread sheets
- Good time management skills, and the ability to manage a diverse workload and prioritise effectively so that deadlines are met
- A sensitive and professional approach towards colleagues, volunteers and service users, mindful of confidentiality and anti-discriminatory practices
- Ability to undertake occasional travel independently across the area of service
- To work positively as a team member to achieve targets and outcomes for

Desirable:

- Experience of working or volunteering in the voluntary sector
- Experience of monitoring administrative systems
- Training on the latest Microsoft Office software
- Proven use of social and new media, including blogging, networking websites, interactive websites, video and photo sites etc.
- Experience of working with volunteers

Other

- The post holder must have a full and clean driving licence and access to own vehicle
- This job description is not exhaustive; you may be required from time to time to undertake other duties as required by your line manager to support the overall objectives of the organisation
- The work of this post involves regular contact with the public, voluntary and statutory organisations will be required to travel independently on a regular basis to remote locations across Wiltshire which may not be accessible by public transport.
- The post holder may be required to work away from the normal place of work which could be outside the region of the workplace and on occasions may be required to work evenings and weekends
- XXX is a non-smoking site
- The successful candidate will be subject to an Access NI Check

