

JOB DESCRIPTION

ADMINISTRATOR



- Responsible to:** Project Director (for line management)
- Salary:** £22,000 per annum
- Contacts:** Trustees, management, staff, sponsors and funders, local, national and international partners and their networks, friends, volunteers and members of the public
- Job Purpose:** To be responsible for the day to day administration of the Centre for Children's Literature & Storytelling and to provide comprehensive support to the Peter Pan Moat Brae Trust (PPMBT) staff team including the Centre Director, Programme Manager, Visitor & Commercial Services Manager, and Finance Officer.
- Hours:** FT 35 hours per week

Key Roles

Administration

- Responsibility for the efficient administration of the Centre for Children's Literature & Storytelling to agreed timetables.
- Organisation of administrative records and correspondence within the filing system and electronically where appropriate.
- Maintenance of accurate records of all donations received, banking cheques and processing of all card payments.
- In consultation with the Chairman and Centre Director, provision of all administrative support for the Board and Committees. This will involve organising meetings, support for events and fundraising activities. Some evening or weekend work may on occasion be necessary.
- Ensuring that the PPMBT's database of contacts and supporters is accurate, up to date and conforms to the requirements of the Data Protection Act and is used effectively to inform marketing and publicity strategy and activity.
- Attendance at all Board and Sub Committee meetings as required.
- Dealing with all telephone, email and personal inquiries, informing the relevant managers through effective communications systems.
- Office maintenance and management of supplies including: stationery, postage budget and office petty cash in consultation with Treasurer.
- Undertaking tasks and maintaining records and correspondence relating to health and safety and security systems for the PPMBT premises.
- Co-ordination of data collection and information provision on non-financial performance measures for the Board.

Finance

- Assistance with the financial administration of the PPMBT through liaison with the Finance Committee.
- Maintenance and monitoring of effective financial systems ensuring prompt and efficient recovery of income and payment of creditors in accordance with the PPMBT's systems and procedures.

General

- This job description is not exhaustive, is intended to convey the range of duties and responsibilities inherent in the post and may be amended by the inclusion of any other duties commensurate with the level and nature of this post as instructed by the Board.

Qualifications and Experience

Essential requirements

- Good standard of general education
- Commitment to the ethos and objectives of the PPMBT
- Administrative experience relating to management in the charitable sector
- Ability to work concurrently on a number of tasks and ensure that they are all completed to timescales; to work under pressure and prioritise workload as necessary
- Competence in computer-based office systems
- Familiarity with robust book keeping systems
- Working knowledge of databases, email and website development
- Working knowledge of Microsoft packages including Excel and Sage
- Experience in using mail merge to generate mailings
- Familiarity with Data Protection Act
- Ability to work closely with a volunteer Board
- Ability to liaise with a wide range of stakeholders
- Excellent verbal and written communication skills
- Team working skills
- Self-motivated, enthusiastic and capable of working alone
- Willingness to be flexible

Other desirable skills and attributes

- Sound understanding of the principles of fundraising for charitable initiatives
- Driving licence and access to a car
- Experience of developing voluntary organisations
- Knowledge of Dumfries and Galloway