

GENERAL ADMINISTRATIVE ASSISTANT

SECTION A: JOB DESCRIPTION

1. ORGANISATION: ROMSEY MILL
- ADDRESS: HEMINGFORD ROAD
CAMBRIDGE
CB1 3BZ
- TEL.NO. - (01223) 213162
2. JOB TITLE: **ADMINISTRATIVE SUPPORT WORKER**
(Minimum 25 hours-per-week and up to 37.5 hours-per-week)
3. RESPONSIBLE TO: ROMSEY MILL CENTRE MANAGER
4. JOB PURPOSE: The Administrative Support Worker will provide high quality administrative support for the CEO and the Leadership and Management Team; undertake monitoring and data compilation of programme activities and outcomes; assist the finance officer with financial admin duties; be responsible for reception duties.

MAIN RESPONSIBILITIES

- 1. Administration support for CEO and Leadership and Management Team: 40%**
Providing administrative and business support to Romsey Mill's Chief Executive Officer and other members of the Leadership and Management Team. This will include organising filing systems, preparing paperwork for meetings, photocopying, organising resources and booking of activities, training and events, scheduling meetings; writing and collating of committee notes; accurate minute taking of various meetings including staff meetings, committee meetings and partnership board meetings; assisting in the writing of policies and procedures
- 2. Monitoring and Data Compilation: 20%**
Regular monitoring and collating of information from Programme Activities using contact sheets, registers, evaluation forms inputting information on to the Programme Information Management System
- 3. Financial Administrative Assistance: 20%**
Supporting Romsey Mill's Finance Officer by collating financial information for reporting purposes; basic record keeping; processing payments and orders
- 4. Receptionist: 20%**
Assist with the running of Romsey Mill's reception, including helping visitors to the building with enquiries, answering the telephone, taking messages for other staff members; offer a friendly, welcoming but business-like environment.

In addition to the duties set out in this job description the worker may, from time to time, be required to undertake additional or other duties as necessary within his or her capabilities and status to meet the needs of Romsey Mill.

6. SCALE AND IMPACT:

The worker will take responsibility for certain administrative functions and provide assistance in other areas of operational activity. The role will be a changing and challenging one and will therefore require a flexible approach to working.

7. DISCRETION TO ACT:

The worker will have authority to act within the parameters set by the Centre Manager. The worker will be directly supported by the Centre Manager.

8. ENVIRONMENT:

Romsey Mill's Centre on Hemingford Road consists of various offices, meeting/training rooms, an arts and media suite, coffee bar, a large 'activities' hall and other amenities and serves as the gateway building for Romsey Children's Centre activities. The worker will also support staff and services making use of other facilities at schools, community centres, churches etc.

9. RELATIONSHIPS:

Internal - The person appointed will work directly with other operational staff and also provide support for Programme staff as required.

External - The person appointed will be a first point of contact with the general public and will communicate with other organisations both in the voluntary, public and private sectors.

SECTION B: PERSON SPECIFICATION

1. QUALIFICATIONS AND TRAINING:

Essential

- General education to GCSE standard with an A-C grade in English & Maths or equivalent standard

Desirable

- NVQ level 2; ECDL; GNVQ in relevant area of work

2. KNOWLEDGE AND EXPERIENCE:

Essential

- Good organisational skills and the ability to prioritise work effectively
- Good IT skills and working understanding of windows and Microsoft packages (including: Word, Excel, Email, Power Point, Internet)
- Literate and able to type letters; minutes of meetings etc
- Confident in handling sensitive and confidential information
- Knowledge of office systems/procedures

Desirable

- Experience in a similar environment
- Some knowledge of databases and financial management systems.

3. SKILLS AND ATTRIBUTES:

Essential

- Flexible and conscientious in responding to the wide variety of demands
- Able to produce accurate and concise notes of meetings
- Clear communicator with good people skills
- Confident telephone manner
- Enjoy working in a busy office environment and interacting with members of the public who access Romsey Mill Centre
- Able to work on own initiative and as part of a team
- Able to work flexibly to meet demands of the work, including occasional evenings and weekends, if required
- In be in sympathy with Romsey Mill's values and ethos

Desirable

- Holds a current driving licence and has access to a private vehicle for work use
- Committed to ongoing personal and role development

SECTION C: TERMS AND CONDITIONS

1. **SALARY:** £14,733 - £17,802 pro rata

2. **HOURS OF WORK:**

The normal working week will be hours between 25 and 37.5 hours per week, Monday to Friday, with certain flexibility over days and times. Some evenings and weekends may need to be worked. Overtime is not normally paid, but time off in lieu may be given as agreed with your line manager.

3. **PAID LEAVE ENTITLEMENT:**

You are entitled to 25 days annual paid holiday pro rata plus public holidays. Full details as given in contract of employment.

4. **SICK PAY PROVISION:**

Romsey Mill operates a discretionary Sick Pay Scheme for employees. Please refer to contract of employment for further details.

5. **PENSION ENTITLEMENT:**

Romsey Mill operates a Group Pension scheme. Please refer to contract of employment for further details.

6. **PROBATIONARY PERIOD**

Confirmation of your employment is subject to the satisfactory completion of a six months probationary service.

6. **PERIOD OF NOTICE OFFERED AND REQUIRED:**

Following the probationary period, you are required to give one months notice of resignation. Romsey Mill is required to give a period of one month to the employee.

7. **CONDITIONS OF APPOINTMENT:**

The employment will be subject to satisfactory references and CRB check. This post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and (Exceptions) (Amendment) Order 1986.

8. **IN SERVICE TRAINING:**

The person appointed will be expected to participate in In-service Training Modules and other learning opportunities as deemed appropriate by their line manager, for which budgetary provision will be made.

9. **MISCELLANEOUS:**

The Romsey Mill Centre Manager will be responsible for carrying out regular supervision sessions and work reviews with the post holder.