



Job Description

Job Title – Administrator

Line Manager: Senior Administrator

Job Purpose

To maintain efficient administrative systems for the Charity and provide office and admin support to the CEO.

Key Responsibilities

- To work closely with the CEO and provide administrative support to all staff as required
- Develop and streamline admin processes, ensuring standards are maintained and improved
- To use a variety of software packages such as Microsoft Word, Excel, Outlook, to produce correspondence and documents; input accurate data into databases and other documents
- To enable adults who have learning disabilities with office-based duties

Duties and Responsibilities

- First point of contact for carers/parents, volunteers, customers and trustees. Dealing with incoming mail, deliveries, email and telephone calls.
- Produce correspondence, documents and spreadsheets. Database updating, inputting of data and producing current family contact list.
- Assist with the organisation of meetings, taking/circulating agendas and minutes
- To greet visitors and ensure they are signed in and out.
- Maintaining the office filing system (manual and computerised) and auditing where necessary.
- Keep an accurate record of data protection/permission forms.
- New starter administration
- Updating and maintaining staff and worker records/contracts and other communications.
- Processing and dispatching customer orders with finance/media officers.
- Completing NYCC contract paperwork regularly.
- Regular updates to staff/volunteers/trustees.
- Staff cover in office/workshops.
- Banking and petty cash.
- Review updates on charity sector/local authority issues and brief CEO
- Administration and organisation for outside events and sales
- Liaison with stockists of workshops' products
- Day to day pastoral care of workers with keyworkers
- Liaison with parents/carers about any day to day pastoral care

Other Responsibilities

- To represent Jennyruth Workshops at external events
- Attend bi-annual reviews with line manager
- To attend weekly staff meetings.
- To attend specialist training courses as deemed appropriate by CEO.
- **To carry out any reasonable request from the CEO as appropriate.**