

## Administrator Job Description and Person Specification

<b>Position Title:</b>	Administrator
<b>Location:</b>	The Bridge Foundation, Cotham, Bristol
<b>Hours:</b>	21 hours (3 days) to preferably include Friday, occasional Wednesday meetings and one evening until 7pm. Hours can be worked flexibly.
<b>Salary:</b>	£19,000 - £22,000
<b>Annual Leave:</b>	32 days plus Bank Holidays (pro-rata)
<b>Reports to:</b>	Operations and Finance Director

### Job overview

The Administrator will be responsible for completing the defined administrative tasks set out in this job description and will provide administrative support to staff of the Bridge Foundation at 13 Sydenham Road. Additional tasks may be agreed with the Operations and Finance Director.

### Key objectives

- To be responsible for completing set admin tasks in a timely manner
- To aid the Operations and Finance Director in providing admin support to the staff of the Bridge Foundation
- To take on ad-hoc administrative tasks as required

### Main Responsibilities

#### Administrative Tasks

- To provide administrative support to all staff of the Bridge Foundation
- To manage specific tasks on the Bridge Foundation database as directed by the Operations and Finance Director
- To provide relief reception cover during office hours as necessary, including,

acting as a first point of contact for incoming phone calls, welcoming visitors, and dealing with incoming and outgoing post and deliveries.

- To help to ensure that the contact database is updated on a regular basis
- To take responsibility for the online room booking diary and collate staff holidays
- To manage the ordering and stocking of stationery, toys, equipment and other office supplies
- To assist the Operations and Finance Director in managing the office and buildings.
- To assist the Referrals Co-ordinator with managing the administration around referrals and appointments.
- To assist the Fundraising and Communications Manager with the administration involved in applying to grants and trusts
- To improve administrative systems in conjunction with the Operations and Finance Director
- To aid the staff of the Bridge Foundation with IT support

### General

- Ensure effective and safe personal practice
- Participate in relevant internal and external trainings
- Participate in supervision meetings
- Establish and maintain professional working relationships with staff of the Bridge Foundation
- Other tasks as directed by the Operations and Finance Director
- Work in a collaborative team with the rest of the non-clinical staff and undertake whatever tasks are necessary to ensure the smooth running of the office and organisation
- To comply with and work within the Bridge Foundation's policies, procedures and guidelines, including those related to Equal Opportunities, Health & Safety, Confidentiality of Information, Child Protection, Data protection and Record Keeping

## **Person Specification**

### **Essential**

- Excellent competency in Windows based IT packages: Word, Excel, Outlook etc.
- Educated to at least GCSE level or equivalent
- Extremely IT literate
- Experience of administration work
- Ability to maintain strict confidentiality
- A willingness to be flexible and adapt to changing needs in the workplace
- Evidence of the capacity to work with colleagues in a team
- Experience of working under pressure and an ability to cope with the stress of others.
- Good interpersonal skills and an ability to empathize with others
- Good time keeping and effective time management skills
- Able to work on own initiative as well as part of a team

### **Desirable**

- Relevant knowledge, skills, interest and experience in working in administration within the voluntary or public sector
- Experience of working in a confidential setting
- Be able to demonstrate an aptitude and interest in learning new IT packages

### **TERMS AND CONDITIONS**

- Place of work is based at the Bridge Foundation, 13 Sydenham Road, Cotham, Bristol BS6 5SH.
- 32 days holiday plus statutory bank holidays pro rata
- Contributory workplace pension scheme