

## **JOB DESCRIPTION**

**Job Title:** Office Co-ordinator (Part Time)

Responsible to: Chief Executive Officer

Responsible for: Nil

Purpose of job: To co-ordinate administrative systems and processes required to support our services and meeting the needs of funders. To work with the CEO and Operations Managers to ensure that these processes are embedded across the organisation and to ensure that staff, volunteers and trustees are supported effectively.

This post is part of a small office team comprising the CEO, staff and volunteers. Therefore the needs of this role are flexible, dynamic and can be very participatory.

### **Key Responsibilities**

#### **1. Support HR Recruitment**

- 1.1. Lead on the administration of staff and volunteers recruitment & selection processes, including production of papers for interviews and the administration of induction/training, maintaining a watching brief on operational gaps.
- 1.2. In liaison with the HR Officer, follow our HR policies in the general administration of the organisation.
- 1.3. Support with appropriate administration, the compliance of Health & Safety, GDPR, Safeguarding and other regulations and contractual obligations relating to P2P activities.
- 1.4. Work with non-operational volunteers in supporting the organisation.
- 1.5. Any necessary administrative support for training delivery to non-operational staff and volunteers.

#### **2. Administration and Finance**

##### *Administration*

- 2.1. Provide a professional “front-of-house” response to telephone and email enquiries from the public, at events and other public communications.
- 2.2. Organise and support volunteer meetings and events as required.
- 2.3. Organise and take minutes for Trustee and Office Team meetings.
- 2.4. Support any office-based risk assessments and the administration of strategic risk assessments.

- 2.5. Oversee the membership databases, ensuring that:
  - databases meet all P2P's needs, including marketing, statistical & admin.
  - membership records are accurate, comprehensive and current.
  - membership renewal fees are collected on a timely basis.
  - issue renewed membership cards, renewal reminders, etc.
  - undertake necessary database housekeeping regularly.
- 2.6. Maintain the asset register, ensuring all purchases and disposals are appropriately recorded. Ensure all assets are appropriately labelled and identifiable.
- 2.7. Oversee the collection and reporting of numerical information for reporting to the Board and funders.
- 2.8. Co-ordinate the purchases of stationery, office supplies and necessary vehicle maintenance materials.

*Financial Management*

- 2.9. Ensure claims are submitted to funders in a timely fashion with necessary supporting paperwork, including Gift Aid and BSOG.
- 2.10. Undertake monthly fuel reconciliations and recording.

**3. Accommodation**

- 3.1. Be the first point of contact with accommodation owners for the all properties occupied by P2P concerning any issues that may arise.
- 3.2. Deal with maintenance and cleaning issues as appropriate.

**4. Contribute to Other Activities of the charity**

*Support the overall vision and aims of People to Places:*

- 4.1. Support the promotion of the organisation and its vision at any opportunity as appropriate.

*PQASSO*

- 4.2. Contribute to working towards PQASSO quality standards and appropriate developments in the organisation.

*Health & Safety*

- 4.3. Support the safe operation of the organisation by proactively responding to any situation that may cause concern and to report such concerns to the CEO as necessary.

*General*

- 4.4. All staff are occasionally called upon to support the work of colleagues.
- 4.5. Undertake any other tasks commensurate with the position and level of authority within P2P as directed by the CEO or Operations Manager

Date: August 2019

**PERSON SPECIFICATION**

**Job Title: Office Co-ordinator**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>SKILL &amp; EXPERIENCE</b>	Recent experience of office administration and dealing with suppliers	Office procurement experience. Has supervised and supported the work of others
	Literate in Microsoft Office software	Experience of managing database systems
	Experience of maintaining administration and information storage systems	Has developed and maintained record keeping and information storage systems.
	Attention to detail	Some experience of financial & HR reporting systems
	Good oral and written communication skills including the ability to write clear minutes	
<b>KNOWLEDGE</b>	Awareness of business administration	First Aid qualified
	Have an overview of HR systems	
<b>QUALITIES</b>	Flexible. Can adapt to changing work priorities at short notice and good time management skills	Interest and commitment to the aims of People to Places
	Systematic. Enjoys administrative work and making systems work for others. A problem solver	Experienced self-confident person. Unflappable
	Positive, service-oriented and good inter-personal communication	
	Good at multi-tasking – enjoys doing several different tasks at once	
	Empathy with our service users and the ethos of the organisation	
	An enhanced DBS check will be required	

Date: August 2019