



Job Description

Job Title: Admin Assistant

Responsible to: Activities Manager and Operations Manager

Line Managed by: Operations Manager

Contracted Hours: 8 hours per week

Summary of essential job functions:

- 1. Provide administrative support to the Operations Manager and Activities Manager**
- 2. Distribution, amending and updating of all policies**
- 3. Electronic and Hardcopy file maintenance**
- 4. Thankyou cards, general correspondences to partners and fundraisers**
- 5. Additional admin tasks as they arise**
- 6. Assistant where required with admin for play worker training**

Key Responsibilities

Administration

- Provide administrative support to the OM and AM
- Thankyou cards and responses to fundraising
- Collate, analyse and distribute reports, correspondences and data to the OM, AM and Board of Trustees
- In conjunction with the Activities Assistant, ensure that the social media is up to date with the current fundraising message
- Assist with office organisation including filing.
- Devise and maintain an office filing system
- Distribution amendment and maintenance of all policies

- Attend regular meetings with the core team and Trustees
- Provide administrative support to the AM when undertaking training for all staff
- Provide administrative support to the AM when undertaking recruitment
- Assist with the completion of DBS paperwork for all new starters and inform staff if their DBS needs renewing
- Keep the playworker and volunteer database up to date
- Distribute and collate new play worker references

Professional Development

- Engage with your line manager in review meetings and input into target setting to ensure that you are happy with your personal development plan. Whilst self-evaluating your work and processes.
- In conjunction with your line manager investigate, source and engage in training and development opportunities which benefit your role as Activities assistant.
- Maintain a professional working relationship with all team members whilst constructively raising issues if they arise.
- Liaise with the Board of Trustees and provide honest and open feedback when requested