

Job Description

Job Title: Administrator

Responsible to: Board of Trustees

Responsible for: Administration of Incredible Kids Charity

Hours: 20 hours per month

Salary: £16,575 pro rata

Location: Home based initially. (Incredible Kids is seeking the use of office space and will offer the opportunity to be based there should the opportunity arise.)

1. JOB PURPOSE

Under the supervision of the Trustees, to assist in the smooth running of Incredible Kids administration, Human Resources and Finance work, providing a high level of customer service and support meeting arrangements.

2. SPECIFIC DUTIES AND RESPONSIBILITIES

a) To provide good customer service both face to face, on the telephone and via email to potential users of the charity, staff, volunteers and suppliers, helping with general enquiries in a courteous and friendly manner.

b) **To assist with Incredible Kids trustee meeting & committee arrangements** including booking meetings, producing and circulating agendas and minutes, ensuring compliance with relevant legislation at all times and providing reports to trustees.

c) **Following all Incredible Kids policies and procedures** including safeguarding, governance, risk management, human resources, finance, GDPR, health & safety and equalities.

d) **Human Resources – Coordinate staff and volunteers of Incredible Kids.** Coordinate recruitment of new staff and volunteers. Coordinate staff and volunteer rotas. Support administration of training programmes & arrangements, starter and leaver arrangements (pre-employment checks, staff contracts, volunteer agreements, annual leave calculations, payroll notifications, feedback forms).

e) **Finance – assist with Incredible Kids Payroll and Finance** including collating timesheets, new starter forms, method of pay forms and ensuring accuracy of salary information & timesheets for notification to Payroll Services, monitor payroll volunteers, setting up invoices online for payment, sickness, annual leave, PAYE, National Insurance and superannuation. Filing of receipts and invoices in preparation for accounts staff to produce annual accounts.

f) **Data** – to comply with General Data Protection Regulations 2018 and Freedom of Information Act 2000 requirements and maintain high levels of confidentiality.

j) To be responsible for secure filing and general office administration, including responding to letters and emails.

And any other duties commensurate with the role and falling within the scope of the post, as requested by Management or Trustees.

3. SKILLS, KNOWLEDGE & EXPERIENCE

To hold a minimum of 5 GCSE's (including Maths & English), or relevant NVQ 2, or equivalent level qualification or equivalent relevant experience.

Good IT skills including e-mail, Word, Excel, online file storage systems and typing skills.
Good verbal & written communication skills and the ability to engage with others at all levels.

Good customer service skills.

Good numeracy and accuracy skills, ability to follow banking procedures.

Able to work independently and as part of a team with a flexible approach to work.

Able to prioritise work according to deadlines.

Able to work under pressure to meet deadlines and work efficiently.

Able to write minutes.

Able to update the website with a good attention to detail (training will be provided)

The role is wider ranging and varied, as such the post holder will need to be deal with all enquiries and respond accordingly. They will identify problems and check in with management and trustees as appropriate.

Hours

20 hours per month permanent contract subject to funding.