**JOB DESCRIPTION**

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| **TITLE** | Administrator, The Brain Injury Foundation |
| **Reports to** | Chairperson |
| **Key tasks** | Coordinate office activities and operations to secure efficiency and compliance to the Foundation’s policies |
|  | Provide office services to include typing, filing, production of promotional material |
|  | Act as receptionist dealing with phone and meeting visitors |
|  | Work with Treasurer/ assistant Treasurer to receive and record all cash and cheque receipts and if necessary make bank lodgements and to be responsible for petty cash |
|  | Support Chair in submitting grant aid applications |
|  | Support Chair in complying with grant aid conditions |
|  | Assist with fund raising activities |
|  | Ensure provision of and maintenance of office equipment including computers, printers, copier, telephone system |
|  | Supervision and motivation of volunteer clerical and administrative support staff |
|  | Ensure compliance with procurement procedures |
|  | Maintain stocks of stationery and print material |
|  | Assistance with organisation and management of events and activities |
|  | Assistance with communication and promotional activities including Newsletter, social media, website etc |
|  | Such other tasks as the Chair may decide |
| **Working conditions** | Based normally at the Foundation’s offices |
|  | Position is for fixed term of three years subject to satisfactory completion of six months’ probation period; may be renewed subject to satisfactory performance and availability of funding |
|  | Pension scheme not currently in operation |
|  | 30 days annual leave to include statutory and public holidays |
|  | Hours of work 9 to 5 Monday to Thursday including lunch break of one hour; 9 to 1 and 7.30pm to 10.30pm on Fridays |
|  | Salary scale £19,000 - £19768 per annum paid monthly in arrears |
|  | Approved travel expenses paid at 40p per mile |
|  | Appointment subject to satisfactory references and ACCESS NI checks |

**PERSONNEL SPECIFICATION**

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| **TITLE** | **ADMINISTRATOR** | |
| **Elegibility criteria** |  | **ESSENTIAL (E) or DESIRABLE (D)** |
| **Experience/ Qualifications** | Three years’ experience in a similar administrative role | **E** |
|  | Good standard of education to include range of office related and/or GCSE qualifications | **E** |
|  | Three years’ experience of working in a paid or voluntary capacity with people with disabilities or special needs or carers | **E** |
| **Skills/abilities** | Competent IT user including ability to use internet, email, word processing, powerpoint, databases, Publisher, social media | **E** |
|  | Sound verbal and written communication skills to include listening and an effective telephone manner | **E** |
|  | Strong customer care focus | **E** |
|  | Ability to pay attention to detail | **E** |
|  | Ability to prioritise work, use initiative | **E** |
| **Personal qualities/**  **circumstances** | High personal integrity including maintenance of confidentiality | **E** |
|  | Self-motivated and able to work without supervision | **E** |
|  | Willingness to accept responsibility | **E** |
|  | Ability to work as part of small team | **E** |
|  | Flexibility/adaptability including ability to work unsocial hours as and when required | **E** |
|  | Can do attitude | **E** |
|  | Professional but approachable manner | **E** |
|  | Reliable attendance and time keeping | **E** |
|  | Standard of health commensurate with requirements of the position | **E** |
|  | Access to a car to meet the travel requirements of the post | **E** |
|  | The successful candidate will be required to undergo an enhanced check via ACCESS NI | **E** |