**JOB DESCRIPTION**

**JOB TITLE:**  Organisation Administrator

**BASED AT:** Ardmonagh Family Centre

61 – 63 Ardmonagh Gardens

 BT11 8DX

**RESPONSIBLE TO:** Chief Executive Officer

**HOURS OF WORK:** 25 hours per week

**SALARY:** £17,714.00 pro-rata

**JOB PURPOSE:**

To support the organisation and co-ordination of office operations, procedures and resources to facilitate organisational effectiveness and efficiency.

**MAIN DUTIES AND RESPONSIBILITES**

1. Maintains office services by organising office operations and procedures; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions.
2. Assists in the provision of historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
3. Maintains office efficiency through the implementation of office systems, layouts, and equipment procurement.
4. Assists in the recruitment, selection, orienting, and training employees.
5. Helps to establish and maintain appropriate systems for measuring necessary aspects of HR development
6. Monitor, measure and report on HR issues including keeping records of employees' sick days, overtime, annual leave days
7. Create a file for each individual employee which should include any information relating to that employee from the first day of employment.
8. Providing support for a range of meetings including:
	1. Board Meeting
	2. SMT Meeting
9. Preparation, collation and distribution of papers prior to meetings in a timely manner including meeting agendas, pre-meeting briefings and meeting papers
10. Acting as a key liaison between the senior managers and other key parties, setting up meetings as appropriate and maintaining effective communications
11. Ensure security and confidentiality of data
12. Contribute to the evaluation and development of HR strategy and performance in cooperation with the senior management team
13. Maintains professional and technical knowledge
14. As nominated safety co-ordinator liaise with our health and safety consultant to ensure that we are adhering to our health and safety practices
15. Monitor the usage of first aid kits and replenish stock when necessary
16. Ensure that there is adequate supply of stationery and equipment in the office.
17. Assure information to be communicated to staff, committee members etc. is followed through.
18. Coordinate the repair and maintenance of office equipment.
19. To adopt a flexible approach to working hours of duty.
20. To undertake any other duties which may be reasonably requested.

This job description is not prescriptive and may change with the needs of the organisation.

**PERSONNEL SPECIFICATION**

**Essential**

Good standard of education with at least 5 GCSE level passes grades A – C (to include English and Mathematics)

Administration qualification, ie minimum standard of level 3 in Business Administration or equivalent

IT qualification

Minimum of 3 years working experience within the last 5 of working in an office environment and supporting a staff team

Working knowledge of clerical practices and procedures

Working knowledge of human resources management practices and procedures

**KEY COMPETENCIES**

**Skills**

Effective listening, verbal and written communication skills.

Excellent analytical and problem-solving skills

Excellent customer service and telephone skills

**Qualities/ Abilities**

Work effectively under pressure and to deadlines

Professional/friendly manner

Work collaboratively and co-operatively

Work effectively as a team player

Ability to work on own initiative and be self-motivated

Willingness to be flexible and adaptable to change.

To be methodical in approach

**Knowledge**

Effective use of IT, including Word, Excel Power Point and Outlook

The use and application of staff databases

Proven knowledge of H/R policy and procedures

**Experience**

Proven record of effective use of IT administration systems

Effective use of manual paper systems and record keeping.

Checking numerical and written information ensuring accuracy

Working to deadlines