**Job Description**

**TITLE:**  Chairty Administrator

**RESPONSIBLE TO:** Coordinator/Management Committee

**LOCATION:** Shopmobility Enniskillen Office.

Translink, Wellington Road, Enniskillen

**GENERAL INFORMATION**

Shopmobility Enniskillen assists anyone with reduced mobility, living in or visiting Enniskillen and Co Fermanagh by providing mobility scooters and wheelchairs.

**MAIN TASK:**

To take responsibility for administrative tasks to include word processing, database maintenance, spreadsheets, general typing and filing. The post holder will be expected to support the coordinator in the management of the office and to assist members availing of the service.

**SPECIFIC TASKS**

1. To support members of the public who wish to join the scheme.
2. To assist in maintaining the Membership Database.
3. To maintain the filing systems of the office.
4. Word processing as required
5. To assist the coordinator in gathering daily, weekly and monthly statistics for monitoring, evaluation and communication to the Management Committee.
6. To assist the coordinator in ensuring that equipment is maintained.
7. To assist in ensuring that in-house complaints, suggestions and compliments procedures are adhered to.
8. To comply with all instruction and procedures within the Translink site.
9. To order and maintain stock levels of stationery and other supplies.
10. To undertake any training as required
11. To attend Management Committee meetings and take minutes
12. To attend Shopmobility Northern Ireland meetings as required.
13. To perform any other relevant duties as may be required from time to time, by the Management Committee.

**ESSENTIAL CRITERIA**

* 5 GCSEs or equivalent at grade A-C, including English and Maths
* Proficiency in using ICT
* Good communication skills, both oral and written
* Some experience working in an office environment
* Good organisational skills.

**DESIRABLE CRITERIA**

* An understanding of issues facing older people and people with mobility problems.
* Knowledge of and empathy with Shopmobility Enniskillen’s aims and objectives.
* Flexible approach and willingness to multi-task.
* Ability to work within a team.
* Willingness to learn new skills as may be required.

**TERMS AND CONDITIONS**

**Salary Scale** £11.44 per hour

**Contract** 6 Months’ Probation

**Hours** 12 hours per week