

Northampton Hope Centre

Assistant Charity Administrator

Job Description

Main Purpose and scope of the Job

- To have supporting responsibility for the general administrative work of Hope (both Charity and Social Enterprise), including finance, HR, IT, governance and systems, statutory reporting; development of evidence for accreditation; insurance, buildings, leases, contracts.

Duties and Key Responsibilities

- To act as the assistant to the Charity administrator across all areas of charity governance and to take responsibility for this under their direction
- To have delegated operational responsibility for HR, buildings, facilities, services, contracts, statutory reporting and company and charity governance
- To support the finance officer and volunteers and their work (responsibility for IT, data collection and financial processes)
- To support logistical processing, related to deliveries, remote working and orders
- To answer the phone to enquiries and undertake general admin functions like filing, post, voicemail, photocopying etc

Person Specification

Skills and Abilities

Essential

Proven administration responsibilities

To be able to:

- Relate well to others in person and by telephone
- Maintain confidentiality and explain what this means
- Have excellent communication skills (written and oral) and an awareness of the needs of people from a variety of backgrounds and cultures
- Be able to administer a complex office environment
- Be able to prioritise time and workload efficiently and effectively
- Be able to work alone as well as part of a team
- Proven ability to motivate, support and train colleagues if necessary

- Highly developed organisational skills and logical approach

Desirable

· Charity admin experience

Knowledge

- A good working knowledge of software programmes including Word, Excel, Access, PowerPoint, Publisher and use of email and internet facilities
- Knowledge of the voluntary sector is desirable
- Awareness of issues around working with volunteers
- An understanding of the issues facing a local charity including sympathy and commitment to its aims
- Understanding of the need to maximise the charity's resources to ensure efficient delivery of its services

Personal Qualities

- Willingness to be flexible in supporting the best interests of the organisation and its future development
- A willingness to learn new skills and technologies as required
- Empathy and compassion for our service users

Experience

- At least 2 yrs, pref 3 years experience in a comparable setting
- Charity experience (desirable)

Job Types: Full-time, Permanent

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Salary: £19,000.00 to £21,500.00 /year