

Part Time Office Administrator Vacancy

Job description

Emerald Mindset is partnering with a unique, award-winning local charity to offer a half-time Office Administrator role.

The Administrator will be working on a variety of tasks included those listed below:

- Supporting charity administration/secretarial duties for both the Board of Trustees and the staff team (filings, communications, database (membership management)
- Supporting facilities management processes (including scheduling /reporting of maintenance)
- Management of membership database, new member packs, renewals, and gift aid/etc.
- Leading member and community communications (newsletter, social media posts, WordPress website)
- Supporting grant management, monitoring and reporting processes.
- Supporting invoice processing and preparation of accounts and ongoing bookkeeping for better income analysis and strategy.

Carry out general office administration as directed by the Cemetery Park Manager and Chair of Trustees.

- Diarise and document meetings between staff/the Board and working groups or members.
- Support database and records management processes.
- Support grant management reporting and monitoring.
- Audit records and support effective retention/disposal of data.
- Support invoice processing and bookkeeping.
- Oversee merchandise sales and inventory.
- Manage membership management database and annual renewals and new sign-ups.
- Respond to all membership and member enquiries and questions.
- Manage membership fees, including direct debit and gift-aid.

Communications

- Be aware of your responsibilities and comply with all relevant policies and handbooks (including but not limited to Code of Conduct, Health and Safety, Safeguarding, GDPR/data, Equality/Diversity/Inclusion (EDI), Finance), including participating in relevant training and courses.
- Ensure volunteers, contractors, staff and interns comply with relevant regulations.
- Contribute expertise to policy development and adherence, including escalating issues and contributing to policy updates.

Annual wage: £13,000 pa

Working week: Half Time, hours to be discussed. Hybrid and flexible work supported.