



JOB DESCRIPTION

POST	Office Administrator
BASE	The Junction, 82-86 Great Junction Street, Leith, EH6 5LL
HOURS	Part time: 21 hours per week (must be flexible regarding hours)
REPORTING	Reports to the Service Manager
RATE OF PAY	£21,500 per annum full time, £12,900 pro rata
PURPOSE OF JOB	To provide effective delivery of administrative support to The Junction within the parameters of agreed policies, ethos and objectives of the organisation

ROLE AND RESPONSIBILITIES

Administration:

- Ensuring effective and efficient administration for The Junction and its services.
- Providing administrative support for the Service Manager
- Maintaining and developing administration systems as required.

Reception:

- Covering the reception area, providing a welcoming first contact for young people and other visitors, dealing with walk in enquiries, deliveries and suppliers.
- Answering the phones, signposting referrals, responding to the generic Junction email.

Personnel:

- Support with maintaining accurate and secure records for a staff ensuring that a complete and up to date record is kept
- Ensure all staff are issued with letters of appointment and change of terms and conditions letters as instructed. Updating all employee contact information as and when required.

Recruitment:

- Support recruitment including collation of all relevant information on the role, for example Job Description. Placing of adverts as appropriate, presenting applications for shortlisting, responding to candidates and organising interviews.
- Co-ordinating induction programmes for new staff as appropriate to their role

IT:

- To be the main internal contact and support for staff with simple IT issues, and liaising with external support as required. Ensuring all IT equipment and software at functions and is fit for purpose.
- Be the first point of contact with the external IT company.

Building:

- Ensuring the smooth operation of the office in terms of repairs and maintenance.
- Being the first point of contact for any tenants of our rented space – The 86 Space
- Overall Responsibility for the management of waste and recycling

Reviewing suppliers:

- Main point of contact for all suppliers, building and maintaining relationships
- Carrying out regular reviews of all suppliers towards the end of contracts or annually to ensure best value for all purchases.

Health & Safety:

- Assisting the Service Manager in ensuring that the premises is compliant in all aspects of health and safety regulations. Act as the designated fire warden ensuring appropriate training and drills are performed and documented regularly.

Meeting and Events Facilitation:

- Support with Governance Administration – taking minutes and supporting the organisation of meetings. Supporting the service manager with the preparation of board papers
- Supporting staff with the organisation of development days, open days, AGM and any other events.

Other:

- Any other duties relevant to the post or organisation as requested by the Service Manager.
- The job description is overview of the role, it is not an exhaustive list of all duties. It is recognised that job may evolve over time to meet the needs of the young people.

PERSON SPECIFICATION: Office Administrator

CRITERIA	ESSENTIAL	DESIRABLE
EXPERIENCE	<ul style="list-style-type: none">• Experience in similar role• Experience of administrative practices and support• Experience of managing inboxes and maintaining systems	<ul style="list-style-type: none">• Experience of working in the third sector• Experience of Health & Safety in the workplace• Experience maintaining IT systems/trouble shooting technical problems
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none">• Competence in using internet, IT and email systems• Competence using Microsoft Word, Excel and PowerPoint and Pivot Tables• Excellent verbal and written communication skills• Good numeracy skills	<ul style="list-style-type: none">• Evidence of ongoing professional development• Sound understanding of issues affecting young people
PERSONAL QUALITIES	<ul style="list-style-type: none">• Enthusiastic and well-motivated• Effective communicator with people of all ages and backgrounds• Committed and open to challenge• Commitment to work as a team and on own initiative• Ability to work flexibly• Strong Organisation Skills• Committed to working to the Junction's values and ethos	

TERMS AND CONDITIONS

Confirmation of appointment:

- This is a permanent appointment. Confirmation of appointment is subject to satisfactory completion of a 3-month probationary period ending when a probationary review has been completed

Hours of work:

- Hours of work by mutual agreement. Contract will be for 21 per week, worked flexibly to meet the demands of the job. This will include some early evening work.

Pension:

- You will be auto enrolled in our pension scheme with a 4% contribution from you and 10% from The Junction

Training and support and supervision:

- You will receive induction training and frequent support in the first three months. Thereafter you will receive monthly individual support and supervision and annual appraisals. Regular team meetings will be held and staff have access to internal and external training.