

ADMINISTRATION ASSISTANT

JOB DESCRIPTION

- Base:** Veterans in Communities, Haslingden
- Hours:** 34.5 hours per week
- Salary:** £18,000 per annum (pro rata)
Please note the post is initially funded until 31 March 2019
- Reporting to:** Chief Executive and ultimately the Directors of Veterans in Communities
- Responsible For:** Providing administration support within Veterans in Communities

Providing specific administrative support to the Changing Futures Project
- Working Arrangements:** Flexibility to allow out of normal hours working
- Funding:** 4.5 hours of the role are jointly funded by the Big Lottery Fund and the European Social Fund as part of the Building Better Opportunities Changing Futures project

CORE RESPONSIBILITIES:

- Supporting all meetings, including the AGM, Board, Executive, team, project, sub groups etc. through preparation, planning, minute taking, agenda and papers distribution.
- Carry out monitoring, recording, evaluation for all activities and projects, accurately and in a timely fashion.
- Collate statistics and monitoring and produce reports as required
- Database input and analysis
- Support the Changing Futures project in the promotion, monitoring and administration of the project, including assisting with the preparation of quarterly claims and reports to the funder
- IT systems maintenance and daily back up



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- Overseeing premises maintenance e.g. ensuring annual PAT tests, Fire risk assessments, fire extinguisher services, recording utility meter readings, recording photocopier usage, renewal of insurances. This to be supported by the H&S lead.
- Answering telephone, recording and passing on messages.
- Dealing with correspondence, incoming and outgoing mail.
- Ordering stationery and other items required, dealing with deliveries and processing invoices
- Supporting event planning and promotion
- Contributing to VIC's social media presence, the website, newsletter and other communication and marketing tools as required.
- DBS checks
- Answering queries from members, new members and the general public
- Booking rooms for internal and external use, ensuring accurate details are passed to Finance for invoicing
- Supporting the fundraising function ensuring volunteers are available and fully briefed
- Contributing to the recruitment, training and support of volunteers
- Actively encourage ex-services personnel and their families to engage and participate in our services.
- Participate fully in staff meetings, any sub-groups and mandatory and additional training as and when required.
- Contribute to the development of services within VIC and to the ex-services community.
- To undertake any other duties which may from time to time be required and which are consistent with the duties and responsibilities of the post and support the overall ethos, principles & practices of the organisation.

Application details

Please submit a CV and personal statement on your ability to meet the job description and person specification by 12 noon on Friday 10th November, 2017 to:

Liz Hamilton, VIC Centre, 12 Bury Road, Haslingden BB4 5PL or by email to lizhamilton@veteransincommunities.org



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PERSON SPECIFICATION

ESSENTIAL:

- Excellent communication skills, with the ability to converse with a wide range of audiences including partner agencies, ex-services personnel, staff, volunteers and the Directors of Veterans in Communities
- Excellent organisational and administrative skills
- Can demonstrate excellent IT skills, including the use of Microsoft Office programmes and databases
- Experience of efficiently and effectively servicing a range of meetings
- Experience of producing detailed and evaluated data
- Ability to work flexibly, on own initiative and as part of a team
- Can prioritise own workload and be pro-active in approaches, often dealing with multiple demands at once
- Ability to maintain confidentiality at all times
- Ability to work with a wide range of people of all ages, genders and cultural backgrounds
- Record information relevant to Veterans in Communities' monitoring requirements across the organisation as required by the organisation and specific funders
- An overall good general education
- Willing to work flexibly and regulate hours in accordance with needs of the role

DESIRABLE:

- Knowledge and understanding of the issues that ex-services personnel and their families face
- Knowledge of local services that can support ex-service personnel
- Experience of working within the voluntary sector in a paid or unpaid capacity
- Some experience with various social networking applications

Some evening and weekend work may be required for which time off in lieu is given

Holiday entitlement is 22 working days (pro rata) plus 10 statutory and occasional days (pro rata) per annum

The post is subject to a DBS Disclosure check



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