



Administrator Job Description

Job Title: Administrator

Reports to: Service Manager

Hours: Part Time: initially 12 hours per week over minimum 2 days per week.

(Could be developed into larger role.)

Salary: £12.50 - £14 / hour (dependent on experience)

Contract: Permanent (subject to satisfactory completion of 3-month probationary period)

Location: York

Subject to successful DBS & right to work in UK checks and references

Job Purpose and role: the administrator is a key role in our organisation, ensuring the efficient management of bookings to our schemes, liaising with parents/guardians of our children and young people, assisting in the smooth running of our office, and supporting the Service Manager and other staff as and when needed.

About Our Workplace: Snappy is a small charity in York that has been running for over 40 years. We are “*dedicated to maximising the personal development of children and young people with wide ranging disabilities,*” and we run activity schemes on some evenings, on Saturdays and in school holidays. To support these ventures, we organise various fundraising events throughout the year, and apply for other funding. We have a pool of sessional staff and volunteers who deliver the schemes, and a small core office team supporting these many varied activities, with a wide volunteer base. Snappy is a fun place to work, with a varied range of different focuses throughout the year. Because of the size of the team, a flexible and responsive approach and attitude towards work is essential.

Responsibilities: (these lists are not exhaustive)

Essential:

- Using office computer systems: principally Microsoft Office 365 apps
- Organising bookings for all schemes, maintaining efficient booking systems.
- Managing incoming and outgoing admin email system.
- Liaising with parents/carers/guardians, staff, volunteers and external organisations and members of the public as required.
- Liaising with other core office staff & assisting when needed on joint projects.
- Maintaining and updating contact details and lists.
- Maintaining and updating children and young peoples' profiles.
- Updating existing forms and maintaining printed stocks of forms needed for schemes etc.
- Reporting back to Service Manager and Trustees as required.
- Performing other related duties as needed.

Extra: (if time allowing)

- Responding to miscellaneous incoming correspondence as and when needed.
- Digitising existing office paperwork and creating/updating online administrative systems.
- Archiving old office paperwork.
- Assisting Service Manager in developing and updating procedures.
- Creating and distributing Scheme Newsletters.
- Ordering office supplies and equipment and maintaining stationery cupboard.
- Helping to create fundraising support materials such as posters, leaflets, social media etc.

- Performing other related duties as needed.

Work Hours and Benefits:

- The normal expected work hours of the Administrator role are 12 hours per week, worked over a minimum of two days per week. These hours are expected to be worked at our office premises, although there is flexibility for a small percentage to be worked from home, if required.
- The role is probationary for the first three months.
- Although the role is initially for twelve hours a week, Snappy is a place full of opportunities to develop, and the role could easily be developed into more hours, if desired. However, we are also open to applicants that are happy to maintain the role as twelve hours a week.
- Annual leave is 56 hours per year (28 days a year full time equivalent.)
- If it is desired to develop the role further, there may be the opportunity for relevant training.

Principal Attributes and Person Specification:

Essential requirements are those without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	Essential	Desirable	Evidenced through CV and interview
Knowledge and Qualifications	<ul style="list-style-type: none"> • Proficient in the use of Microsoft Office programmes, particularly Outlook, Word and Excel. 	Knowledge of: <ul style="list-style-type: none"> • Document scanning, printing and photocopying. • Digital office filing systems. 	<ul style="list-style-type: none"> • Application/CV • Documentary evidence • References
Skills	<ul style="list-style-type: none"> • Organisational skills. • IT skills. • Timekeeping and prioritisation skills. • Communication skills, both written and verbal. 	<ul style="list-style-type: none"> • Competence in utilising IT to undertake various tasks. 	<ul style="list-style-type: none"> • Application/CV • Interview/Task • References
Experience	Experience of: <ul style="list-style-type: none"> • working with IT systems, particularly Microsoft Office apps • working in a small office environment. • organising records and digital filing. • time management and self-motivation to complete tasks and manage workload. 	Experience of: <ul style="list-style-type: none"> • working within the third sector. • interacting with a wide range of people. • office equipment and procedures. • creating content (text and images) for newsletters, posters, leaflets etc. using IT tools. 	<ul style="list-style-type: none"> • Application/CV • Interview • References



Personal attributes	<ul style="list-style-type: none"> • A flexible and responsive approach and attitude towards work • An ability to take initiative within the remit of the post whilst also able to be proactive and supportive in a team environment. • Adaptable with a helpful and approachable manner. • Self-motivated. • A person of integrity: honest and trustworthy. • Ability to maintain confidentiality and understand the relevance of this position. • Ability to remain impartial whilst being sympathetic to the needs of others. • Ability to build rapport quickly, forming successful working relationships with others, internally & externally. 	<ul style="list-style-type: none"> • Knowledge or interest in the Charity's activities. • Flexible approach to working hours and duties. • Desire to develop the role further (optional.) 	<ul style="list-style-type: none"> • Interview • References
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Find and more and apply!

You can find out more about Snappy by visiting our website; www.thesnappytrust.org or our Facebook page: www.facebook.com/Snappytrust

If you are interested in the opportunity of joining our small team, we would love to hear from you! Please send your CV with a cover letter, to us at office@thesnappytrust.org