

Administrator Job Description

Role: To perform general administrative duties and support the CEO and O&I Manager. To work as part of the HMDT team to realise the charitable aims of the Trust

Main Responsibilities

- being first point of contact for enquiries by phone and in person. Directing the general public, partners and stakeholders to the appropriate team member
- to undertake administrative/secretarial support for the Operations & Information Manager and Chief Executive Officer
- prepare and manage correspondence, reports and documents for internal and external use
- take, type and distribute minutes of internal meetings
- implement and maintain office filing and archiving systems
- coordinate travel arrangements and itinerary preparation for national or international travel
- assist the Operations & Information Manager in implementing and maintaining the HMDT work plan, schedules and calendars
- assist in the planning and preparation of meetings and conference calls
- handle incoming mail and other material
- collate information and maintain databases ensuring data protection act compliance
- communicate verbally and in writing to answer enquiries and provide information
- overseeing and carrying out the distribution of HMDT resources throughout the year
- administering invoices and maintaining financial records
- to undertake any other duties which may reasonably be requested

Salary:

£16,000 – £20,000 (including London weighting and dependent on experience)

Hours:

This is a full time post. There will be a probationary period for this post of three months. The working week comprises a total of 35 hours. Office hours are 9am-5pm, Monday to Friday. Occasional extra hours, which may fall on evenings or at weekends, will be necessary, for which time off in lieu may be granted.

Annual leave: 25 days per annum

Administrator Person Specification

Criteria	E or D	S or I
Knowledge		
Knowledge of Microsoft Word, Excel, PowerPoint, databases and electronic diary management	E	S/I
A knowledge of office procedures	E	S/I
An understanding of and commitment to Equal Opportunities	D	I
Skills		
Able to prioritise and carry out administrative tasks independently	E	I
Shows initiative and takes personal responsibility for completing tasks	E	S/I
Able to communicate with others courteously on routine matters	E	I
Adopts a positive attitude – willing to assist others when busy	E	I
Able to write clearly, with correct grammar and punctuation	E	S/I
Able to work under pressure on occasions to achieve administrative deadlines	E	S/I
Able to type quickly (50wpm) and accurately	E	I
Able to pay attention to detail, ensuring that nothing is forgotten	E	S/I
Able to communicate clearly over the telephone, in writing and in person with a wide range of contacts, to deal confidently and courteously with members of the public, colleagues and others	E	S/I
Experience		
Previous experience of administration (in paid or unpaid work), including drafting correspondence independently; diary management; and dealing with a variety of administrative matters simultaneously	E	S/I
Experience of working as part of a team	D	S/I
Qualifications		
No specific qualification needed		
Qualities		
Adaptable and flexible	E	I
Enthusiastic about their work and willing to participate	E	I
Interest in Human Rights	D	S/I

E = essential criteria

D = desirable criteria

S = short listing criteria

I = interview criteria