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**Administrator**

**Hours per week 10**

**Work is in the BAPP Office unless otherwise agreed and includes administration for 8 Trustee meetings each year. The hours need to be worked on a Tuesday 11.30am to 4.30pm or 12 to 5pm and Friday 9.30am to 2.30pm.**

**Responsible to BAPP Director & Trustees**

**Salary: £25,481 pro-rata, £6,886.76 actual**

**Overall Purpose of the Post:**

* To be responsible for administrative and organisational processes within BAPP to enhance its efficiency and effectiveness.
* To be responsible for developing systems and processes which can then be implemented and embedded across the organisation to ensure services meet quality standards.
* To be responsible for compliance across all required statutory systems including all mandatory registrations.

**Administration**

* To act as reception for visitors to ODCC and respond to external requests for information (manage Bookings and Enquiries email Inboxes)\*
* To lead on Impact Measurement for BAPP; including sending out forms for parental evaluation including the child’s voice, evaluate data/information and produce reports to support sharing success.
* To provide personal, administrative and organisational support to staff as required
* To provide administrative and organisational support to the Trustees including servicing bimonthly meetings.
* To promote, increase usage and manage administration of facilities including use of Odd Down Community Centre and bookings.
* To keep the BAPP website up to date, provide social media content and produce marketing materials as required.
* To design & produce the BAPP Annual Report and service AGM.

**Organisation Compliance**

* Ensure that all records, practices and procedures are GDPR compliant
* Track maintenance and service requirements for both the Hut and Odd Down Community Centre including Hoist & Shutter Services, sourcing contractor quotes where work is needed.
* Keep a log of all keyholders, fire alarm weekly checks, daily fridge temperatures and any other building related compliance.
* Ensuring all records are stored and documentation displayed correctly
* Prepare any compliance folders for off site activities e.g. Holiday Playschemes

**Person Specification**

* Relevant, recent experience in administration including setting up and maintenance of admin systems and databases using Excel and Word
* Management of systems to ensure the effective running of an office environment including Health & Safety and Fire Safety regulations for an office environment and public building space
* Prioritisation skills
* Courteous and supportive telephone manner and communication skills
* Knowledge of office administration procedures
* Good range of computer skills including familiarity with MS Word, Excel and some basic website design

**Desirable**

* Ability to work as part of a team
* Ability to use own initiative
* Excellent communication skills
* Good interpersonal skills
* Non-Judgemental and able to work within an equalities framework
* Respond appropriately to different priorities
* Ability to produce routine correspondence predominantly by email, maintaining a professional first point of contact for enquiries and service users

**This post is funded through income from Commissioned Contracts as well as internal budgets and grants and is subject to continuation of these.**