

PA and Office Administrator

Hours of work:	22.5 per week (3 days out of 37.5hr week)
Salary:	£25,000 to £27,000 pro rata, depending on skills and experience
Accountable to:	Director
Place of Work:	Unit 6 Montpelier Central, Bristol, BS6 5EE
Type of Contract:	Fixed Term for one year, with possibility of extension.

Core to this role is supporting the Director and Finance Manager and developing and improving our administrative systems and processes. You will be responsible for DBS checks, identifying training needs and ensuring policies are updated on time.

Post Objectives

As PA and Office Administrator, you'll be trained and supported to play a key role in the smooth running of this busy office and look after all our premises too. You'll make sure that the office premises and its g-drive and filing systems all run smoothly, and provide administration to support all the work of Integrate UK.

You will be involved in the development of the organisation and liaise with the Director and the board of trustees on the updating of policies and internal systems.

You'll work closely with the Director and Finance Manager and be in charge of office supplies and procurement.

Job description

Office Administration

- Responsible for the smooth running of the Integrate UK base and office, managing the office space, reception and creative/training spaces and liaising with visitors, suppliers/contractors and young people as required
- Following training, take over responsibility for Health & Safety in the office
- Maintain paper and online filing for Integrate UK records, Shared Calendar and other cloud based applications
- Ensure staff/volunteers comply with organisation's policies, in particular IT, Data Protection and Health & Safety policies, identifying training as needed
- Negotiate good deals for services and arrange building repairs. Order supplies and equipment to maintain office and IUK services. Review and renew insurance.

PA to Director and Finance Manager

- Provide PA support to IUK Director. This will include taking minutes, drafting consent letters, facilities hire, and researching items.

- Provide a professional service to Trustees including drafting agendas and reports, attending meetings, writing accurate minutes and follow-up action as required. Maintain all Trustee records and research training and development.
- Provide all HR administration support for recruitment & retention of staff and volunteers, including DBS checks. Maintain records securely and confidentially. Monitor changes to HR law and good practice, advising Director where necessary. Alert Director to all HR milestones, such as employee at end of probation period.
- Ensure IUK has all relevant policies in place and that existing policies are tabled for review according to the policy calendar.
- Alert Director and Finance Manager about upcoming grant reporting deadlines.

Other

This role involves working with young people and is subject to a successful Enhanced Level DBS check and references. We are committed to Safeguarding and expect all staff to support this in their work.

Person Specification

Skills	Essential	Desirable
Excellent written English and verbal communication skills	X	
Strong interpersonal and team work skills	X	
Excellent, organisation and time management skills	X	
Knowledge		
Working knowledge of GDPR and Data Protection legislation, applied in a work setting or willing to train	X	
Working knowledge of office Health and Safety or willing to train	X	
Knowledge of DBS processes to complete initial checks and renewals	X	
Knowledge/awareness of Equality and Diversity issues, with an understanding about how race and deprivation can impact on life chances.	X	
Knowledge of e learning tools and Super Administrator role for cloud based data systems such as GSuite for Business		X
Knowledge of issues affecting young people including FGM, HBA, forced marriage, gender inequality, racial and religious discrimination, CSE and extremism		X
Experience		
Three years relevant experience of administration in an office environment, including setting up and implementing systems	X	
Excellent working knowledge of Microsoft Office suite of applications, including email and cloud file storage.	X	
Ability to work in a fast and demanding environment, under pressure at times; to produce work to deadlines with attention to detail	X	
Qualifications/Training		
Relevant qualification or training in Business Administration/HR or relevant area with post qualification experience	X	

Education to a high level – degree level or equivalent (in a relevant skills and knowledge area preferred)		X
First Aid at Work certificate		X
Health and Safety at work certificate		X
Data Protection/GDPR training		X
Other		
Willingness to work flexibly and occasionally outside core hours to attend evening meetings and weekend events	X	

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