

Burngreave Messenger



JOB DESCRIPTION

Job Title: Office and Distribution Administrator (maternity cover)
Salary: £19,621 pa (pro rata)
Hours: 16 hours per week
Responsible to: Project Manager,

Key responsibilities:

Ensure all office systems are fit for purpose and accurately maintained
Develop administrative and monitoring systems when required
Organise and co-ordinate the distribution of the Messenger
Support volunteers

Specific tasks and responsibilities

Admin:

1. Be responsible for day to day office administration
2. Maintain office databases in all areas
3. Maintain filing systems
4. Ensure records and evidence for funders are maintained and up to date
5. Develop new office systems or funding monitoring systems when needed
6. Maintain communications to keep staff, casual workers and volunteers informed of meetings and decisions, including organisation and minuting of meetings
7. Telephone and office reception
8. General office duties including sorting mail, office purchases, handling general enquiries

Distribution:

1. Manage the distribution/collation team (including payment of distributors)
2. Recruit new distributors and collaters
3. Implement systems and procedures for management of casual employees
4. Ensure distributors have appropriate rounds, understand maps and procedures
5. Ensure delivery of multiple copies of the Messenger to community locations
6. Organise our mailout
7. Maintain effective monitoring of distribution
8. Deal with complaints of non-delivery, and ensure full delivery to distribution area

Volunteer support:

1. Supervise volunteers within these work areas:
 1. Use of office systems as required
 2. Distribution telephone monitoring
 3. Mailout
 4. Multi-drop
 5. General admin

Flexible working

1. The post requires that during busy periods more than 16 hours will be worked in a week. This is balanced by working less than 16 hours per week in less busy periods.
2. Ideally the hours will be worked over 3 days per week. Some weeks it will be over 5 days.
3. Occasionally evening work will be required.

General duties shared by all staff:

1. Take part in the day to day running of the Messenger, help maintain an open office, promote awareness of Messenger activities
2. Comply with Messenger policies and the Messenger constitution
3. To share with other staff responsibility for:
 - the efficient use of staff and volunteer time
 - timesheets and individual work plans
 - effective internal and external communications
 - adherence to the Burngreave Messenger Health and Safety policy
4. Provide progress reports every three months to the management committee on matters related to the specific tasks and responsibilities outlined in the job description
5. Contribute to the production of the Annual Report on matters related to the specific tasks and responsibilities outlined in the job description
6. Undertake any other duties and responsibilities which do not change the character and purpose of the post, as may be determined after negotiation between the management committee, the post holder, and, where appropriate, the post holder's trade union.