

Burngreave Messenger

JOB DESCRIPTION

Job Title: Office and Distribution Administrator

Salary: £19,621 pa (pro rata)

Hours: 16 hours per week

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 collators
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:

Supervise volunteers within these work areas:

1. Use of office systems as required
2. Distribution telephone monitoring
3. Distribution through the mailout and local centres
4. General admin

Flexible working:

1. The hours for the administrative duties of the post may be worked flexibly, ideally across 3 days per week.
2. The management of distribution must be carried out in accordance with the Messenger's production and delivery schedule, and may involve occasional evening work. Additional hours undertaken during busy periods in the two monthly production cycle will be balanced by reduced hours in less busy periods.

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 self-manage own area of responsibility, sharing information as required to ensure other staff can carry out their duties effectively.
4. To share with other staff responsibility for:
 1. effective internal and external communications
 2. adherence to the Burngreave Messenger Health and Safety policy
5. Provide progress reports every three months to the management committee on matters related to the specific tasks and responsibilities outlined in the job description
6. Contribute to the production of the Annual Report on matters related to the specific tasks and responsibilities outlined in the job description
7. 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.

PERSON SPECIFICATION

Job Title: Office and Distribution Administrator

The knowledge, experience and skills we are looking for are listed below. Please refer to them when filling in the application form.

- (E) Essential
- (D) Desirable

Experience:

1. Administrative work in a comparable office environment (E)
2. Development and implementation of administrative systems (E)
3. Use of Microsoft Office software, including Word and Excel (E)
4. Use of email and internet as communication and administrative tools (E)
5. Working on own initiative using prioritisation and time management skills (E)
6. Working collaboratively as part of a team (E)
7. Working with young people and volunteers (D)
8. Working in a diverse community (D)
9. Working in a voluntary sector/ community organisation (D)
10. Production of minutes, correspondence and reports to a high standard (D)
11. Maintaining databases for storing and accessing information (D)

Abilities:

1. Excellent planning and organisation skills (E)
2. Excellent interpersonal skills with people at all levels (E)
3. Ability to work with young people and volunteers (E)
4. Excellent oral and written communication skills (E)
5. Working knowledge and understanding of Burngreave area (D)
6. Full clean driving licence (D)

Personal qualities:

1. Commitment to ensure the success of the Burngreave Messenger project (E)
2. Commitment to diversity and equal opportunities (E)
3. Willingness to work flexibly (E)