



**pennine**prospects

working in and for the south pennines

**Job title: Pennine Prospects Office Administrator**

**Location: Working from home occasional visit to Hebden Bridge Office**

**Salary: £17,500 per annum, for 37 hours per week**

**Contract: 1 year Fixed Term**

### **Pennine Prospect Purpose**

Making the South Pennines a better place for people and nature

### **Job Purpose**

- To be responsible for the day-to-day office administration of Pennine Prospects
- To organise and take minutes at team meetings and to participate to create positive team energy
- To provide administrative support to programs and projects when requested
- To offer support to the Finance Manager when requested
- To offer support to the Relationship Manager and HR manager when requested
- To offer support to governing body and membership
- To provide PA support to the Chief Executive

### **Reporting lines**

Reports directly to Relationship Manager

### **Dimensions**

- Awareness and understanding of the various projects within Pennine Prospects
- Knowledge and experience of office management and administration

### **Key Responsibilities**

#### **Office management**

- Managing all office facilities
- Managing IT infrastructure, in liaison with our external IT service suppliers as needed
- General procurement of office equipment and supplies
- Answering phones and directing calls to relevant staff
- Liaising with the landlord and maintaining all required office procedures
- Maintaining office correspondence

- Assisting with events administration

### **Team meetings**

- To take an administrative role in ensuring that team meetings happen once per month.
- Act as first point of contact with directors and member organisations
- Ensure an up-to-date database of contact details for Directors and member organisations
- Maintain a register of interest
- Support HR Manager to ensure appropriate liaison at Companies House
- To take a lead in arranging governing body meetings on Teams, to email notification of meetings and send relevant documents for committee members to read.
- To work with HR manager and Chief Executive to compile agenda and reports for committee meetings
- To write and circulate approved minutes for committee members

### **Membership**

- To support the Relationship Manager to administrate the new membership forum
- To be a first point of contact for member organisations
- To ensure that member organisations are invoiced for membership and that they have been paid
- To attend membership forum zoom meetings, take minutes and circulate
- To liaise with the relationship manager regarding forum agenda and send agenda and relevant papers via email ahead of meetings

### **Financial administration**

- To support the Finance Manager to ensure Pennine Prospects has correct information to complete year end accounts and quarterly management accounts
- To ensure the smooth running of Pennine Prospects IT systems and online digital services
- To ensure we are up to date with subscriptions and payments to any online digital services
- To support project leads to process project claims and ensure best practice is being followed as set out by the finance manager

### **Human resources**

- Support HR manager to assist with recruitment of employees and consultants including advertisements and interview scheduling
- Maintaining personnel records
- Providing inductions for new staff and exit procedures for leaving staff
- Acting as the Health and Safety focal point
- Updating policies and procedures when required and maintaining an up-to-date risk register

### **Executive assistance**

- Assisting with diaries and meeting schedules of senior management
- Providing PA support to Chief Executive
- Maintaining and filing of relevant documents

## **Skills and Experience**

### *Essential skills and experience*

- Integrity and commitment to Pennine Prospects's organisational values and objectives
- Flexibility and willingness to support and help where needed
- Ability to take direction and follow tasks through to completion
- Demonstrable experience of office administration
- Demonstrable experience of executive support, planning and scheduling
- Substantial experience of relevant office software packages (Word, Excel, Outlook, CRM)
- Experience in managing office IT and troubleshooting basic problems
- Knowledge of data protection and ability to ensure sensitive data is securely protected
- Ability to work independently and to communicate effectively with staff and board members
- High attention to detail and ability to work to a consistently high standard on short turnaround times
- Flexibility and willingness to support and help where needed
- Ability to take direction and follow tasks through to completion
- Excellent communication skills
- Initiative and self-motivation
- Excellent workload management and multi-tasking abilities
- Discretion and professionalism
- Can work well as part of a team
- Knowledge and understanding of diversity and inclusivity

## How to Apply

Please email Caroline Butlin-Worrall at [cbutlinworrall@icloud.com](mailto:cbutlinworrall@icloud.com) with the following information:

1. An up-to-date CV
2. On a separate word document please explain:
  - How you meet the requirements of the job description and skill set, giving examples of relevant work

If you are successful in the recruitment process, we will ask you to provide 2 references from previous employers or clients which are relevant to this role.

### There are 2 stages to the recruitment process:

1. Caroline Butlin-Worrall will arrange a telephone interview with you on Tuesday 29<sup>th</sup> June if your application meets the requirements as outlined in the brief
2. Following this conversation and if both parties feel the role is a good fit Caroline Butlin-Worrall will arrange a Microsoft Teams interview with you on 1<sup>st</sup> July 2021.

The successful candidate will be informed on 2<sup>nd</sup> July 2021

Please let us know in your application if you need us to make any reasonable adjustments in contacting you and holding interviews for this role.

Pennine Prospects operates an Equal Opportunities Policy