

## Job Description - Administrator

**Reports to:** Centre Manager

**Location:** Sands End Arts & Community Centre, Peterborough Road, Fulham, SW6 3EZ

**Salary:** £25k

**Hours per week:** 36 (or possibly part time on pro-rata salary for the right candidate)

**Direct Reports:** None

### Overview of the Role

Sand Ends Arts and Community Centre (SEACC) is a new, multiple award-winning facility in the heart of Fulham.

As a charity, SEACC is overseen by a dedicated and ambitious board of Trustees whose aim is to create a facility that will soon become a vital hub within the local community

To help achieve this objective SEACC is looking for an experienced and community-focused Administrator capable of managing multiple tasks, is confident working with diverse client groups, and can identify new opportunities to improve what the centre does and how it does it.

### Key Tasks and Responsibilities

- Meet and greet people who visit the centre
- Guide people to their activities at the centre
- Provide tours of the centre as and when necessary
- Provide administrative support in the preparation of reports, correspondence, spreadsheets, newsletters and minutes and follow up any outstanding actions
- Manage the hall hire booking system
- Provide basic accounting administration (send invoices etc)
- Manage the Sands End Arts & Community Centre inbox and respond to enquires within a timely manner

- Maintain hard and soft copy files for the centre, through updating databases, organising documents and archiving files
- Coordinate arrangements for community events as required
- Complete ad-hoc administrative duties and tasks as requested
- Maintain annual leave records for staff
- Undertake minute taking for Board meetings
- Liaise with service providers as needed and help establish sustainable relationships with long term partners
- Identify areas for improvement and communicate them to the centre manager to ensure continual improvement
- Ensure compliance with all organisational policies, processes and standards
- Be willing to work flexible hours as needed

### Person Specification

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| <b>Education and professional qualifications: GCSE A-C</b>  |
| <b>Specific Requirements</b><br>Eligibility to work in the UK<br>Enhanced DBS   |
| <b>Skills and experience:</b>   |
| <b>Essential</b> <ul style="list-style-type: none"> <li>• Demonstrated experience in a similar administrative role, within a professional office/centre environment</li> <li>• Advanced MS Office Suite (Excel, Word, Outlook)</li> <li>• Demonstrated clerical and administrative skills including some accounting and financial experience</li> <li>• Excellent verbal &amp; written communication skills</li> <li>• Excellent numerical skills, and an ability to multi-task with limited supervision</li> <li>• Excellent interpersonal skills</li> <li>• Experience of working independently</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>• Experience of working within the Charitable and/or not for profit sectors</li> </ul> |
| <b>Key Behaviours:</b>  |
| <ul style="list-style-type: none"> <li>• Customer focused and driven</li> <li>• A positive and pragmatic approach to work</li> <li>• Attention to detail</li> <li>• Fast learner</li> </ul>   |

- Can work well within a team and independently
- Flexible & adaptable to changing needs and priorities
- Accountable
- Willing to show initiative
- Committed to upholding organisational Health & Safety procedures and operational best practice

### **How to apply**

To apply please send a CV with a covering letter (maximum 1 page) highlighting how you meet the requirements of the position and what interests you about it.

All applications must be sent to [welcome@seacc.uk](mailto:welcome@seacc.uk) with the subject heading *Administrator role*, no later than the 8<sup>th</sup> April. We will be interviewing candidates on a rolling basis and may close the recruitment period earlier if a suitable appointment is identified – early applications are encouraged.

If you would like an informal discussion about the role please contact Christopher Newport, Centre Manager, on 07551 680 525.