



## ADMINISTRATOR

**Post:** Administrator (7 hours per week)

**Responsible to:** Strategic Manager

**Working location:** Epworth Old Rectory

**Salary:** £10 per hour

**Job Profile:**

- Office administration
- Day to day financial matters
- Updating volunteer rota
- Managing GDPR compliance

**Key Responsibilities:**

- Day to day logging of income
- Updating financial records with direction from the Treasurer
- Dealing with general correspondence and enquiries
- Maintenance of EOR databases and GDPR compliance as data controller
- Assisting with events

**Job Specification, Skills, Education & Experience:**

Competency area	Skills/experience	
	Essential	Desirable
<p><u>Optimises Work Processes</u> - Knowing the most effective and efficient processes for getting things done, with a focus on continuous improvement</p> <p><u>Resourcefulness</u> - Securing and deploying resources effectively and efficiently</p>	<ul style="list-style-type: none"> <li>• Experience in office administration</li> <li>• Organisational skills with strong attention to detail and accuracy</li> <li>• Ability to plan tasks under own initiative and without close supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of supporting financial management processes</li> </ul>

	<ul style="list-style-type: none"> <li>• Proficient in Microsoft Office Suite or related software</li> </ul>	
<p><u>Customer Focus</u> - Building strong customer relationships and delivering customer-centric solutions</p> <p><u>Communicates Effectively</u> - Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences</p>	<ul style="list-style-type: none"> <li>• Experience in customer service</li> <li>• Good communication and interpersonal skills</li> </ul>	
<p><u>Collaborates</u> - Building partnerships and working collaboratively with others to meet shared objectives</p>	<ul style="list-style-type: none"> <li>• Experience of team work and collaboration</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with volunteers</li> </ul>
<p><u>Action Orientated</u> - Taking on new opportunities and tough challenges with a sense of urgency, high energy and enthusiasm</p>	<ul style="list-style-type: none"> <li>• Positive, flexible and enthusiastic approach</li> </ul>	
<p><u>Other requirements</u></p>		<ul style="list-style-type: none"> <li>• Sympathy with Christian faith</li> <li>• Interest in heritage</li> </ul>