

Action Homeless

Job Description

Job title: Corporate Services Administrator

Responsible to: Funding Manager/HR Manager

Hours: 37 hours per week

Contract: Fixed term 12 months initially

Salary: £18,649 per annum

1. **Job purpose:** To provide a pro-active, high quality administration and support service to the Corporate Team and help with organisation of charity events.

1. Corporate Administration

- 1.1 To be the main contact person for external and internal communications within the Central Services office.
- 1.2 Responsible for the recording and distributing of any external mail either postal or electronic
- 1.3 Service meetings as required and take minutes.
- 1.4 Perform all other reasonable duties as may be required from time to time

2. HR Administration

- 2.1 To assist in the recruitment of any vacant posts, placing adverts and monitoring and responding to any applicants queries / questions
- 2.2 To work with managers in determining a suitable timetable for successful applications including notifying applicants of our intentions to interview. Assisting on the day of interviews if required.
- 2.3 To write and prepare HR related correspondence including for potential employees and as otherwise directed by the HR Manager.
- 2.4 To keep the HR issue log up to date
- 2.5 To assist managers in use of agency staff by ensuring the correct protocols are followed for request agency cover.
- 2.6 To assist the HR Manager in the monitoring and recording of all employee absences using Sage HR programme.

- 2.7 To assist the HR Manager with any other HR administration duties that may be required.

3. Fundraising Administration

- 3.1 To act as the initial point of contact for members of the public and corporate businesses who express an interest in fundraising for Action Homeless.
- 3.2 To assist in building relationships and communications with individual and corporate donors, sponsors, and trusts and foundations.
- 3.3 To support with the drafting and dissemination of campaign literature and supporter communications.
- 3.4 To assist with event organisation and associated fundraising activities.
- 3.5 To maintain accurate donor and donation records, to include cash donations, digital fundraising and gifts in kind.
- 3.6 To assist the Funding and Communications Manager with any other fundraising administration duties that may be required.

This job description is subject to regular review in consultation with the post holder.

This job description is provided as a guide to the role. It is not intended to be an exhaustive description of duties and responsibilities. It will be subject to periodic revision as the emphasis on and ways of working within the role changes.

Executive Assistant: Person Specification

		Criteria Indicated E (Essential) D (Desirable)	Method of assessment¹
Qualification / Education	E	Educated to a good level, GCSE level C or above in English and Maths	1,4
Competencies, skills and experience	E	Excellent written and verbal communication and presentation skills	1,2,3
	D	An understanding of human resources including recruitment processes	1,2,
	E	Well-developed IT skills, including Microsoft Office, Excel, PowerPoint and databases	1,2,
	D	Digital communications particularly website and social media	1,2,
	D	Event organisation experience	1,2
	E	Ability to maintain strict confidentiality.	1,2
	D	Knowledge of basic marketing principles	1,2
	D	Experience of accurate record keeping or data management	1,2

¹ Methods of assessment: 1 = application form, 2 = interview, 3 = presentation / test, 4 = supporting evidence.

			1,2
Values and motivation	E	Highly focused on delivery and attainment of results.	1,2
	E	Empathy with the vision, values and strategic aims of Action Homeless.	1,2
	E	Commitment to the development of a working culture which values and celebrates the contributions and achievements of colleagues and volunteers.	1,2
Personal characteristics	E	Excellent interpersonal skills.	1,2
	E	Enjoys working with people	1,2,
	D	Good understanding of different stakeholders.	1,2,
	D	Excellent influencing and persuading skills.	1,2
	E	Excellent organisation and time management skills	1,2
	E	Ability to be able to multitask and prioritise	1,2