Job Description Administrator

Job Title: Administrator
Reporting to: Director of Services
Responsible for: Administration & Finance
Rate: £21,000 p.a.
Hours: 15 hours per week pro rata

Primary Purposes:

The Aim of the Society is to provide recreational activities and services that meet the changing needs of its members. To this end the Administration Manager will be responsible for and/or work with the Director to: -

- deal with the administration of the Charity,
- promote the Society and ensure its financial health,
- ensure that the Trustees monitor annual plans and targets; and receive appropriate advice and information on all relevant matters to enable it to fulfil its governance responsibilities.

Accountabilities

The Administration Manager will work with the Director and be responsible to the Director for: -

Management of the organisation

- the overall financial health of the organisation; ensuring that expenditure is controlled in line with budgets as approved by the Board and maintaining appropriate financial records.
- relationships with funders and meeting their reporting requirements.
- providing support to the organisation to discharge its constitutional and legal obligations.
- providing support to the organisation to enable it to have the resources (human, material and financial) to operate as effectively as possible.

Delivery of Services

- the smooth running of the Harrogate Social Centre in terms of dealing with issues and problems arising from the day to day business of the Centre (excluding people issues).
- Health and Safety issues including, attending relevant training courses, completing risk assessments for daily activities, events etc.
- The management of :-
  - Training facilities
  - The resources centre
  - Centre room bookings,
  - Ad hoc social events and trips.
- support to the Ripon and Pateley Bridge Clubs
- Assist where necessary supporting visually impaired members in the Centre.

Promotion and Fundraising

- the maintenance and development of effective networks with all principal supporters, stakeholders, funders and the wider voluntary sector.
- the identification, recommendation and application for funding/grants.
- the identification, recommendation and organisation of fundraising opportunities.
- the development partnerships designed to support and sustain the future of HDSB.
- the organisation being presented in an appropriate and professional manner to its stakeholders, supporters, funders and other voluntary sector organisations.

Work with the Trustees

- reporting on the progress of the organisation and on all matters relevant to the discharge of its responsibilities.
- the annual calendar of meetings and its principal Committees, liaison with the Secretary and Chair on the agenda for meetings
- circulation of agendas and minutes of Service, Executive and Trust & Finance Committee Meetings.
- the quarterly report for Services Committee Meeting and its circulation with the agenda.
- ensuring reports are available from Visitors, Eye Clinic Liaison Officer, Pateley Bridge and Ripon Club Co-ordinators for circulation with agenda of Services Committee
- support to write Annual Report and organise all aspects of the AGM.
- website content and ensuring it is kept up to date.
- liaison with Harrogate Talking Newspaper re relevant announcements.
- room lets – ensure bookings recorded, memorandums sent to clients, data maintained and payments processed.
- ensuring data bases and manual records for visually impaired members, committee, staff and volunteers are updated and maintained, ensuring all are kept in a confidential manner.
- records of all referrals made to various agencies.
- general maintenance of building.
- annual electrical, gas and fire extinguisher checks are undertaken and recorded.