

Job Outline – Administrator

Aim:

To provide recreational activities and services in Harrogate and District that meet the changing needs of registered visually impaired people under the Direction of the Chairman and the Executive Committee (EC).

Objectives:

To provide the essential support to the Director as set out in the job description.

Key Issues

Financial management and Control:

Strategic – To work with the Director to implement and update the financial strategy established for the Society and to determine priorities between services where resources are limited, and

Budgeting – To support the Director to prepare and agree yearly delegated budgets with the EC and to:-

- Manage within those budgets
- Identify shortfalls or other financial problems and discuss them in the first instance with the Director
- Identify potential improvements but always in the context of affordability
- Regularly review funding priorities
- Monitor income and expenditure and in particular the potential for budget deficits
- liaise with the Society's accountant on day to day matters.

Fundraising: To focus on and identify additional fundraising opportunities as a critical requirement and to be responsible for the annual events set out in the job description.

Club Liaison: To work with and support the clubs in Ripon and Pateley Bridge particularly in respect of room bookings and volunteer contacts.

Social Events: To arrange as set out in the job description.

Accommodation: To manage the use and maintenance of the East Parade premises including the flats.

Administration: To liaise with the Director and Hon. Secretary to set up a programme of meetings for the Services, EC and the Trust & Finance Committees and to produce and circulate all agendas, reports and minutes and to make any other detailed arrangements.

Statutory Duties: To support the organisation in its compliance with all statutory requirements and in particular obligations under Health & Safety for training and risk assessments.