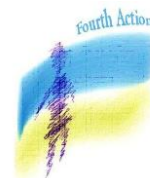




Women's Workshop Administrator



Job Description

Post: Administrator

Hours: 8 hours a week until 30th April 2018

Pay: £10 per hour (£12 if self-employed)

Responsible to: The Co-ordinator

Accountable to: Fourth Action Board of Directors

Main Duties:

The post holder will work as part of The Women's Workshop team, which runs projects, learning and individual support for and with women, helping them break down barriers, achieve their goals and have a say. The Administrator will have specific responsibility for providing administrative support to the Women's Workshop, including IT and communications.

- Photocopying, filing and maintenance of petty cash, resources and equipment.
- Producing publicity, leaflets and reports to the specification of the Women's Workshop team and liaising with printers.
- Receiving and visitors to The Women's Workshop in a supportive and friendly way.
- Receiving and responding to telephone calls.
- Overseeing the organisational calendar and Co-ordinator's diary, including scheduling and prompting her about appointments and meetings.
- Taking part in team meetings, occasional external meetings and taking notes.
- Assisting with outgoing correspondence by email and post as required.
- Assisting in the setup and smooth running of courses and events as required.
- Helping to maintain the Women's Workshop websites and social media accounts.
- Other duties commensurate with the post.

The Women's Workshop team will conduct themselves in an anti-oppressive manner at all times.

The Women's Workshop

Person Specification

Administrator

Under Schedule 9, Work: exceptions, Part 1, (Occupational requirements), this post is open to women only

	Essential	Method Of Assessment
Education and training	• Qualifications in ICT • Level 2 in Business Administration or equivalent	Application form and interview
Skills	• Good keyboard skills • Good organisational skills • Good communication skills • Ability to work on own initiative • Social media skills (e.g. Facebook, Twitter etc. • Methodical	Application form
Knowledge and experience	• Experience of office work • Minute taking • Assisting with organising events • Working with Microsoft Office • Creating and maintaining databases and spreadsheets • Working with websites and social media • Experience of the voluntary and community sector	Application form and interview
Attributes	• Understanding of equal opportunities and a feminist perspective • Willingness to take up training	Interview Interview