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| **JOB DESCRIPTION** | |  |
| **StreetGames UK** | **Location: Manchester** | | |
| **Job Title: Admin Assistant** | **Grade/Salary Range: RLW £21,840** | | |
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| **JOB PURPOSE** | | | |
| To provide excellent administrative support to the wider StreetGames organisation. | | | |
| **DESIGNATION OF POST AND POSITION WITHIN TEAM STRUCTURE** | | | |
| Director of Finance and Resources  Governance Manager  Support/HR Manager  Head of Finance  IT Manager  IT Support Officer  Admin Assistant  Exec Project Officer  Finance and HR Officer  Accounts Assistant  Management Accountant x2 | | | |
| **MAIN DUTIES AND RESPONSIBILITIES** | | | |
| **Organisation support**   * Coordinate a range of internal working group meetings and assist with Trustee board meetings. * Arrange travel and hotel accommodation for staff and trustees. * Support the administering of board and committee papers using TeamEngine (Board portal) * Support the completion of actions from the Equality, Equity, Diversity, Inclusion and Belonging (EEDIB) working group. * Support the arrangement of larger scale conferences and events, including, getting quotations. and liaising with venues. * Managing a variety of written information and maintaining organisational databases * Check support email inbox and respond to any enquiries. * To support the HR, Finance, IT and Governance Managers with administration tasks to support the running of the organisation.   **Office support**  Ensure the smooth running of StreetGames’ offices by:   * Tracking stocks of office supplies and placing orders when necessary * Keep an inventory of stock in Manchester office and Manchester storage facility. * Distribute post and packages delivered to the office. * Photocopying and posting materials as requested.   **General Duties:**   * To have regard to StreetGames’ values in carrying out the duties of the post * To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems. * To co-operate with StreetGames in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post. * To maintain confidentiality and observe data protection and associated guidelines where appropriate. * To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post. | | | |
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| **SCOPE OF JOB** | | | |
| This post will have no budgetary control and no line management responsibility. | | | |

**PERSON SPECIFICATION**

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| **Qualifications / Education / Training:** | |  |  |
| Qualified to Level 2 (5 GCSE’s A-C including English and Maths). | | | |
| **Experience:** |  |  |  |
| 1. Experience of working in a team. 2. Experience of working to and meeting tight deadlines. 3. Experience of working to own initiative 4. Experience of using a variety of IT systems. 5. Experience of working across a variety of work areas and teams | | | |
| **Skills and Abilities:** | |  |  |
| 1. Excellent attention to detail. 2. Co-operative team worker who is willing to support others. 3. Excellent planning and organisational skills with the ability to manage large amounts of information from a variety of sources 4. Confident communication skills 5. Good level of IT literacy including working knowledge of Excel spreadsheets and MS Office 6. Ability to work sometimes alone, with the ability to manage own workload within specific timing deadlines 7. Flexible approach to work, be self-motivated and take a proactive approach to deal with issues. | | | |
| **Work Related Personal Requirements:** | |  |  |
| The post holder may be required to travel nationally on occasion.  The post holder may be expected to work some anti-social hours and may occasionally be asked stay away from home (details to be negotiated with line manager) for work purposes. | | | |