

Job Title: Administration Assistant

Location: PYF HQ, Coventry

Salary Band: £15,864 - £17,400 (pro rata)
(Actual salary: £9,915 - £10,875 based on 25 hours)

Hours of Work: Up to 25 hours per week (Monday-Friday)

Job Purpose:

To work as part of a busy team to ensure the provision of efficient and effective administrative support for the organisation. In particular, there will be a need to ensure high standards of organisational and communication techniques.

Main Duties and Responsibilities:

1. Work closely with the team to provide support around data input
2. Deal with all telephone calls. You will be a point of contact in the office to a wide range of partner agencies and young people, dealing sensitively and discreetly with any queries they may have
3. Attend meetings as directed to take minutes
4. Organise and schedule meetings and appointments. Co-ordinate diaries across the service
5. Type correspondence and other relevant documents
6. Photocopy, scan, distribute and filing of documents as appropriate
7. Work closely with the team to provide written and verbal communication support
8. Greet and assist visitors to the office
9. Maintain inventories of equipment and policies
10. Maintain and establish sound administrative control systems that will ensure the effective management of PYF
11. To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner
12. To undertake training and professional development as appropriate.
13. To undertake other duties appropriate to the post that may reasonably be required from time to time
14. To carry out all duties of the job with due regard to PYF's Equal Opportunities Policy

In addition to the above, all duties and responsibilities must be carried out with due regard to PYF's Policies and Procedures. You will need to demonstrate the ability to uphold the organisations values and adhere strictly to safeguarding, data protection and confidentiality.

Person Specification

Area	Description
Knowledge:	Knowledge of good practice in office systems and procedures.
	Working knowledge of Microsoft packages such as Word, Excel and Powerpoint
Skills and Abilities:	Good written and oral communication skills
	Strong clerical and administration skills
	Ability to interpret, format and accurately present information
	Time management skills with an ability to work under pressure and cope with interruptions to meet deadlines and to prioritise competing work tasks.
	Flexible approach - demonstrating the ability to respond positively to changes in allocation of work at short notice to set deadlines.
	Ability to work within and contribute towards a team approach
Experience:	Experience in using computer-based information systems in an office environment.
	Working within a team, preferably in an office environment
	Use of Microsoft packages eg. Word, Excel
Educational:	GCSE Grade C or above in English and Maths or equivalent
	NVQ Level 3 in Business Administration or equivalent
Special Requirements:	This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974, and will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.
	We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment
	To carry out the duties and responsibilities of the post, in accordance with PYF's Health and Safety Policy