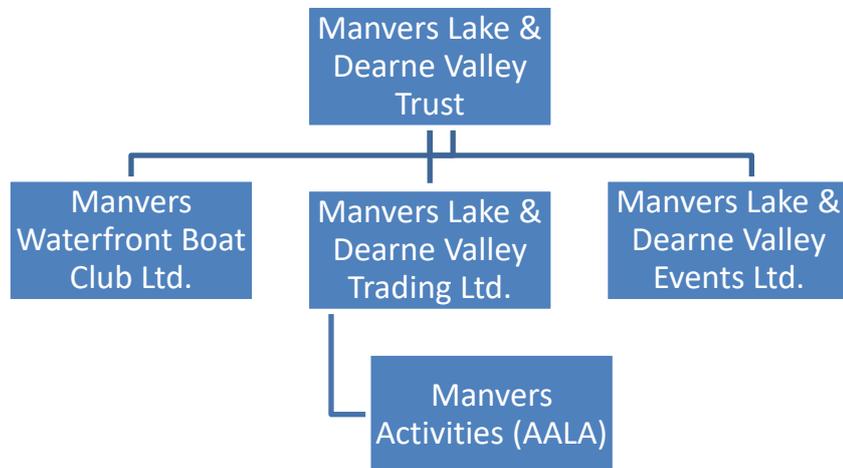


ADMINISTRATIVE ASSISTANT JOB DESCRIPTION AND PERSON SPECIFICATION

Manvers Lake and Dearne Valley Trust is a UK registered charity that has the following core activities:

- Maintaining and developing the Boathouse, Manvers Lake and surrounding park land.
- Ensuring that the general public can use the permissive paths surrounding the lake in a clean clear and safe manner.
- Delivery of a comprehensive year-round programme of activities
- Providing an Outreach Programme to schools and other group users of our facilities
- Offering support and advice to the public on matters related to water sports and other associated sports.
- Offering a venue for education and training for all 3 “Blue light” services, the NHS, Universities, Companies and Educational establishments.

Our philosophy is to offer access to all regardless of personal circumstances, race, gender, ability, or faith. The Trust operates mainly in Rotherham, Doncaster, and Barnsley, however visitors do come from further afield. The weekly programme is open to all members and some of the weekly program is open to all, this includes non-members and disabled athletes who regularly take part in our programmes.



Job Description

Location: Manvers Lake, Wath upon Dearne

Hours: Initially Part Time 16 hours per week but the role is expected to grow to Full time - 37.5 hrs per week

Term: Permanent after a 3 month trial period.

Reporting to: Operations Manager

Salary: £16,000 Pro Rata

Job Purpose

1. To provide effective administrative support to the trust and subsidiary companies.
2. To support the team with financial administration including the preparation of invoices and recording of payments.
3. To assist in the administration of our property interests including dealing with queries.
4. To undertake any tasks that are consistent with the level of the post and fall within the scope of the role

Main Duties and Responsibilities

Office Management

1. Support the team with all administrative tasks as necessary.
2. Act as Secretariat for the Board of Trustees - liaise with Trustees as appropriate; schedule Board meetings, take and distribute meeting minutes, etc.

3. Manage reception-act as first point of call for all external communications including general email, post and telephone enquiries.
4. Communicate with suppliers and place orders.
5. Maintain both electronic and paper filing systems.

Financial Administration

1. Process all invoices by preparing payments for sign off, assigning financial codes and filing payments appropriately.
2. Process all payroll changes as required via our payroll provider.
3. Ensure that all transactions are recorded on our finance system.
4. Chase overdue income.
5. Pay money into bank accounts as appropriate.
6. Manage Petty Cash. Fundraising & Communications.

Administration

1. Provide high quality customer care.
2. Maintain the membership database.
3. Ensure timely and regular communication with members.
4. Track pledged donations to ensure all donations are received and chase up on outstanding donations.
5. Research into potential fundraising opportunities from individuals, events, Trusts and Foundations and corporates.
6. Manage social media presence, including posting regular updates on Facebook and Twitter.
7. Maintain website by updating content as requested.

Person Specification

ESSENTIAL

1. Numerate and literate
2. Administration experience.
3. Financial literacy.
4. Experience with databases
5. Good written and verbal communication skills.
6. Ability to work under own initiative to prioritise and manage varied tasks.
7. Excellent organization skills and administration ability including computer literacy (word, excel etc).
8. Flexibility to work outside core hours occasionally to support meetings and other activities as required.
9. A proactive 'can-do' approach, with excellent organisational skills and the ability to multitask and meet conflicting priorities, along with a commitment to working flexibly to meet the needs of the business.
10. An approachable and professional manner, with good communication and interpersonal skills, along with the ability to use tact and diplomacy when dealing with sometimes difficult and demanding customers.

DESIRABLE

1. Experience of working in the voluntary sector.
2. Experience of working in a sports/leisure environment.
3. Experience of MS Money software.
4. Experience of invoicing and chasing payment.
5. Experience of updating websites and managing social media for organisations, e.g. Facebook pages.

How to Apply

Please send your CV and cover letter to info@manverslaketrust.co.uk by 5pm on Friday 23th March 2018.

Interviews will be held from the week commencing 2 April, please indicate your availability in your cover letter.

Please note that this is a UK-based post and candidates must already have the right to live and work in the UK.

Your cover letter should highlight your interest in Manvers Lake Trust and your motivation for undertaking this job. Please detail your relevant experience, ensuring this is in line with above job description and person specification.

Manvers Lake and Dearne Valley Trading Ltd is an equal opportunities employer and will not discriminate against any candidate on the basis of any characteristic protected by the Equality Act 2010.

Additional information about the organisation is available at www.mwbc.org.uk and www.manverslaketrust.co.uk