



Job Title: Administrator

Reporting to: CEO and Senior Administrator

Accountable for: Administrator

Hours: 37.5 hours per week pro rata

Location: Based in Sheffield

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Salary: £22,385.00- £25,687.30 pa

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JOB PURPOSE

- To oversee the smooth running of the Ashiana office.
- To review, develop and implement administrative structures that facilitate the effective delivery of Ashiana operational activity.
- To review, refine and manage monitoring databases.
- To provide administrative support to the CEO and Management Team in their day to day work.

MAIN DUTIES AND RESPONSIBILITIES

- Overseeing the day-to-day administration and management of all the administrative processes.
- To develop and maintain data base and filing systems which support the administration operation of Ashiana.
- To enter client data onto a variety of databases in line with funder requirements.
- Managing and maintaining contracts, personnel logs and other employee information
- To collate and monitor project statistics and produce reports.
- Supporting the Ashiana team in liaising with stakeholders, being the key point of contact for all suppliers and support contracts.
- Responding to general enquiries and being the first point of contact in the office.
- Promotion of the work of Ashiana, including social media platforms and bi-monthly newsletter.
- Update Ashiana website and social media as required.

- Assist in the maintenance and recording of Ashiana Lone Working safety check in system.
 - Reporting and maintaining repairs and maintenance log for Ashiana properties.
 - Administration of training, events and meetings.
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- Provide administrative support to Ashiana events and fundraising campaigns.
 - To perform general administrative duties, such as filing and photocopying, as required.
 - To liaise with office suppliers to ensure office services and equipment are working effectively and stationery and other supplies are in stock.
 - To liaise and communicate effectively, both internally within Ashiana, and externally, in relation to the activities of the post.
 - To undertake other duties, assigned by the senior staff, which reasonably fall within the scope of the post.
 - To support and update the Accounts Officer on relevant progress and be prepared to cover any tasks in her absence reasonably suited to the role.

Other Requirements

- To take part in any training relevant as determined by your line manager via supervision.
- To work in accordance with Ashiana's Diversity Policy.
- To work in accordance with Ashiana's Health and Safety policy and associated procedures.
- Undertake any additional tasks as reasonably required as determined by your line manager.
- To work within and promote the values and policies and procedures implemented by Ashiana and be involved in the development and review of policies and procedures as determined by the CEO and Trustees.
- To undertake any duties and responsibilities as determined by Ashiana that may require working unsociable hours for example evenings and weekends.

Knowledge, Training & Experience Required (Person Specification)

FACTOR	ESSENTIAL	DESIRABLE
EDUCATION & QUALIFICATIONS	GCSE Grades A-C in English and Maths or equivalent	Relevant IT / Administration based qualifications A Level / Diploma / Degree Level Education
KNOWLEDGE	Knowledge of database management and office systems A basic knowledge of Wordpress or similar website software or a willingness to learn.	An understanding and sensitivity of the complex issues of violence against women and girls. A working knowledge of social media functions in business
EXPERIENCE	Previous involvement in establishing and improving computerised data entry and monitoring systems. Experience of working in an administrative role	Experience of working in charity/social enterprise/third sector Large and small grant monitoring and reporting

<p>SKILLS / ABILITY</p>	<p>Strong IT, administrative and organisational skills</p> <p>High level ability using Microsoft Office programmes including Word, Excel, Access and PowerPoint.</p> <p>A good level of English spelling and grammar, numeracy and an attention to detail and a high level of accuracy.</p> <p>Excellent written and verbal communication and interpersonal skills</p> <p>The ability to work as part of a team and provide efficient and professional administrative support to other office members.</p> <p>The ability to prioritise own workloads and effectively manage a number of tasks at any given time.</p> <p>The personality and temperament to deliver in a high-pressured environment.</p> <p>The ability to work with initiative and with limited supervision.</p> <p>Prepared to undertake continued professional development.</p>	<p>Ability to organise logistics for setting up meetings and workshops</p> <p>Ability and experience in using QuickBooks or other similar accounting software.</p>
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