

Job Description

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| **Job Title:** | Business Administrator | | |
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| **Grade:** | Salary Scale 6 Point 22  £19,583.76 (FTE)  £11,750.26 (Actual Annual Salary) | | |
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| **Immediate Supervisor:** | Office Manager | | |
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| **Immediate reports:** | Reception Administrators, volunteers | | |
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| **Hours of Duty:** | **21** hours per week in accordance with service requirement. | | |
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| **Any Special Conditions of Service:** | All service delivery will model the belief that we all have the potential to make positive change and to lead meaningful and purposeful lives.  All staff will contribute to the ongoing development of an ambitious and inspirational culture and provide hope, empowerment and choices that support individuals to thrive and reach their full potential.  To support this we embrace our values of:  Open – We reach out to anyone who needs us.  Together – We are stronger in partnerships.  Responsive – We listen, we act.  Independent – We speak out fearlessly.  Unstoppable – We never give up. | | |
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Summary of Main Duties and Objectives of the Job:

The Business Administrator is a new role within the organisation that will play a key part in the Business Services team, ensuring the smooth running of Rochdale and District Mind.

The coordinator will work alongside the Welcome Team to maintain comprehensive back office systems and assist with managing a welcoming, non-judgmental Reception service.

The post-holder will be responsible for providing administrative support to the Office Manager as well as other senior staff members.

Responsibilities:

1. To maintain general office systems and provide associated administrative duties such as record keeping, ordering office supplies, mail distribution, booking events/venues, taking minutes, etc.
2. Provide support to the Finance and Business Development Manager in making invoice payments and keeping basic financial records.
3. Assist the Office Manager with the recruitment of staff and volunteers within the organisation.
4. To assist with carrying out DBS checks for volunteers and staff.
5. Maintain quality of personnel systems, including updating training matrices to ensure that all staff training is recorded and meets requirements.
6. Organise and coordinate internal and external meetings, and provide appropriate support to these meetings, including minute-taking.
7. To assist with managing reception and provide cover as required, providing a telephone answering service and dealing with enquiries accordingly.
8. To be responsible for recording staff annual leave and recording sickness absence and alert the Office Manager when sickness trigger levels are met.
9. To be responsible for keeping the Annual Leave Calendar and Staff Rota up to date.
10. To be responsible for monitoring and logging staff supervisions and appraisals.
11. Update and maintain records in accordance with the requirements of external funders, agencies and quality systems.
12. Oversee the Meetings and Events calendars and manage room and online meeting bookings.
13. To assist senior staff with carrying out any of their duties as required.
14. Book travel and accommodation for the CEO & Senior Staff where necessary.
15. To undertake training/other learning opportunities as required and take shared responsibility for personal development.
16. To actively participate in Rochdale and District Mind’s supervision and staff development policy.
17. To undertake any duties and responsibilities of an equivalent nature as may be determined by the Operations Manager or CEO from time to time in agreement with the post holder, and after consultation with them.

General principles for all Mind staff:

1. To promote the empowerment of people who experience mental health and emotional wellbeing issues and to help them speak out.
2. To support the active participation of mental health and emotional wellbeing service users in the services they receive.
3. To practice anti-discriminatory behaviour and to adhere to Rochdale and District Mind’s objectives and policies in the delivery of all its services.

These responsibilities are subject to annual review and may need to be adjusted in line with service developments.

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| Prepared by | John Consterdine | Date | 27/04/22 |
| Agreed by Post holder | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date | \_\_\_\_\_\_\_\_\_\_\_\_ |
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| Supervisor | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date | \_\_\_\_\_\_\_\_\_\_\_\_ |
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| Chief Officer | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date | \_\_\_\_\_\_\_\_\_\_\_\_ |