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**Job Description**

**Job Title: Administrator**

**Job Purpose:** To provide full administrative support to the Leadership Team

**Time Commitment:** 35 Hours per week

**Salary Scale:** £19,171 – 20,751 per annum plus 6% pension contribution

**Contract:** Permanent subject to passing a 3-month probation

**Organisational Context:**

Action Foundation is an award-winning charity that provides opportunities for marginalised people to overcome their isolation and exclusion by providing free accommodation for refused asylum seekers (Action Housing, Action Hosting and Action Access projects), short-term supported accommodation for those with refugee status (Action Letting), community ESOL classes delivered by volunteers (Action Language) and two multi-agency drop-ins facilitating social connections (InterAction).

We are looking for someone who is searching for a challenging and rewarding career path with scope for career development. You will be offered on the job training and learn about Action Foundation while developing your skills, helping you achieve and exceed your career goals. This post requires a motivated, committed and highly organised person to work alongside Action Foundation staff, volunteers and all stakeholders.

**Duties & Responsibilities:**

* To provide administrative support to the Leadership Team and project teams.
* Help to update and manage the organisations databases alongside other staff, involving data entry and processing.
* Provide administrative support to the property management function, processing bills, arranging appointments, and coordinating repairs and maintenance.
* Provide administrative HR support including recruitment, training, absence management and record keeping.
* Diary management for senior staff, coordinating appointments and meetings.
* Minuting meetings.
* Administration support for communications and fundraising activity.
* Processing sensitive and confidential data.
* Be able to represent the organisational ethos to supporters and stakeholders as required through day to day work.

**Personal Specification/Key Competencies:**

**Experience & Qualifications:**

* Experience of working within the charity sector. (Desirable)
* Experience of HR practice and policies. (Desirable)
* Experience of Property Management functions. (Desirable)
* Experience with Microsoft Office packages. (Essential)
* GCSE or equivalent in Maths and English 9 to 4 (A to C) or equivalent. (Desirable)
* Minimum English language proficiency at Lv 2 or equivalent. (Essential)

**Skills, Knowledge & Abilities:**

* Flexible and non-judgemental approach to people and work. (Essential)
* Ability to work on own initiative, to organise work and meet deadlines. (Desirable)
* High levels of accuracy, attention to detail and ability to work to deadlines. (Essential)
* An ability to work independently and as part of a team. (Essential)
* Ability to deal with information in a confidential manner and respond with  
   sensitivity to the opinions of others. (Essential)
* Willingness to undertake relevant training as required. (Essential)
* A friendly and approachable manner, presenting a professional image. (Essential)

**Other:**

* Supportive of the ethos and values of the organisation. (Essential)
* A desire to support people seeking asylum, refugees, and other migrants. (Essential)
* A full driving licence and access to own transport. (Desirable)

**Note:**

* This job description is not exhaustive, and amendments and additions may be required in line with future organisational changes.
* This post would require a DBS check and the taking up of two references.
* Action Foundation is an Equal Opportunity employer and we welcome applications from all sectors of the community.