

South Shropshire Furniture Scheme
Job Description: Administration Assistant

Hours: 30 hours per week worked flexibly over 5 days

Pay Scale: £2.50/hour

Term of Contract: 12 months

Place of work: The Renaissance Centre, 7-8 Tower Street, Ludlow

Accountable to: Training and Development Manager

Purpose of Role: To provide general administrative support to the Training Team

Responsibilities

- To support the training team with administrative support as required including photocopying, filing, dealing with telephone calls and post
- Support the team in production of associated papers for meetings, reports as required
- To assist with the hospitality provision for meetings, training events and visits
- To assist the team in the collation of evidence across the various projects e.g. Adult and Community Learning, Ecominds, NEETS
- To assist the Training and Development Manager with the production of training materials, portfolios and associated paperwork
- To assist in the production of leaflets and marketing materials ensuring good level of stock
- To assist with general housekeeping matters and maintain good administrative systems
- To become familiar with and comply with the monitoring systems and procedures required by the various projects
- To participate in staff training to ensure a good understanding of the projects and SSFS partners
- To work as part of the SSFS team covering our Customer Service point as required

Person Specification

Skills, Knowledge, Experience

- Some computer skills including Word, Excel, Access, use of the internet
- Good organisational skills
- Excellent time management
- Responsive and efficient
- Good record keeping
- Ability to communicate well with a wide range of people
- Understanding of voluntary and community sector
- Knowledge of Southern Shropshire area and the local community

Personality and abilities

- Excellent telephone manner
- Methodical
- Ability to focus on the task and meet deadlines
- Outgoing, warm
- Non-judgemental
- Flexible and adaptable
- Able to work effectively on own initiative
- Able to work actively and co-operatively as part of a team
- Willingness to undergo training as required

Qualifications

- Able to demonstrate an appropriate standard of Literacy and Numeracy
- Working towards an NVQ L2 in Business Administration will be a requirement