



## All Saints Community Project Trust Job Description – Project Administrator

### **Job Title**

Administrator to the All Saints Community Project Community Project Trust

### **Purpose**

To provide secretarial and administrative skills to a busy Community Project working in Chatham.

### **Responsible to**

The Board of All Saints Community Project Trust and  
Line Managed by the Community Project Trust Manager

### **Key responsibilities**

#### **1. To work within and as a member of All Saints Community Project Team**

- a. Deal with all correspondence that comes through the office via post, email, telephone or callers at the door.
- b. Deal with weekly and monthly payroll for Community Project and St Paul with All Saints staff, including HMRC returns and payments.
- c. Making payments to suppliers and keeping and inputting budget information into Money Manager.
- d. Undertaking personnel duties including issuing of contracts, control of staff absence information and action on pension provision.
- e. Keep office paper and computerised filing systems updated
- f. Order of supplies to support the office, cafe and groups and liaise with suppliers.
- g. Undertaking banking and cash handling for the Community Project Trust.
- h. Control of bookings for the Magpie Centre and the Church premises and invoicing of users.

- i. Be responsible for timely DBS action in the role of Lead Recruiter.
- j. Take action to ensure Gift Aid is considered on all donations to the Community Project and that returns are made to HMRC.
- k. Undertake administrative action as required and any such further tasks as requested by the Board of Trustees of the Project or the Manager thereof.

## **Person Specification**

### **1 Knowledge**

- 1.1 Essential:
  - 1.1.1 Microsoft applications (Word, Excel, Powerpoint) and internet use.
  - 1.1.2 Willing to work to the ethos of this Christian Community Project.
- 1.2 Desirable:
  - 1.2.1 Knowledge of the All Saints area of Chatham
  - 1.2.2 Knowledge of DBS Application Process

### **2 Skills**

- 2.1 Essential:
  - 2.1.1 Excellent interpersonal and communication skills
  - 2.1.2 Ability to be self motivated and to work within a team
  - 2.1.3 Good organisational skills
  - 2.1.4 Ability to understand and deal with people sensitively and in confidence.
  - 2.1.5 Good, accurate numeracy and literacy skills.
- 2.2 Desirable:
  - 2.2.1 Ability to work with other service providers in the area.

### **3 Experience**

- 3.1 Essential
  - 3.1.1 Payroll or Book Keeping Experience
  - 3.1.2 Working within a team.
  - 3.1.3 Record keeping.
- 3.2 Desirable
  - 3.2.1 Relevant experience.
  - 3.2.2 Community-based work, voluntary or salaried
  - 3.2.3 Personnel Experience

## **Terms and Conditions**

### **Contract:**

This is a contract for 20 hours per week. The basic working hours to be agreed with the Community Project Trust Manager but spread over 5 days Monday to Friday and subject to flexible working hours. The post will include 5.6 paid weeks holiday pro-rata per annum including bank holidays. Salary will be paid on a monthly basis on the 20<sup>th</sup> of the month over 12 months.

The post-holder will be employed by The All Saints Community Project Trust, Chatham.

The Administrator will be based at The Magpie Centre, 33 Magpie Hall Road, Chatham ME4 5NE.

To help in fulfilling the duties outlined above, the post-holder will have full use of the equipment and facilities available at the centre.

### **Disclosure and Barring Service:**

The Administrator working for All Saints Community Project Trust is required to take part in the DBS Disclosure process. This is to protect children and vulnerable adults with whom the post-holder may come into contact and as Lead Recruiter. This will take place prior to commencing work and any appointment is subject to the Safer Recruitment Policy and DBS clearance being received.

### **Salary:**

The salary will be £8320 per annum gross.

All reasonable working expenses authorised by the Line Manager are paid in full.

July 2016