



Administration Manager

Job description

Job Title: Administration Manager

Salary: £26,000 - £27,500 pro rata, subject to qualifications and experience.

Benefits include:

- Generous annual leave allowance
- Paid sick leave
- Maternity, Paternity, Adoption, and Parental Leave
- Compassionate and emergency leave
- Pension scheme
- Life insurance policy
- Employment Assistance Program
- Access to vouchers and discounts
- Monthly wellbeing allowance

Reports to: Senior Manager for People and Culture

Location: Based in Oxford

Some home working is possible. Travel throughout Oxfordshire and further afield may be required.

Hours of work: 32 hours per week (exact working hours and post-holder to be confirmed with the successful candidate).

Occasional evening work may be required to support Trustee meetings that take place in the evening.

This is an Adoption Leave cover position for 12 months, starting mid/late April 2023 until April 2024.

Please be aware that we will not be able to proceed with applicants who are unable to begin the role within the above timescale.

Applications will be reviewed as and when they are received.

To apply, please send a copy of your CV accompanied by an application form

to recruitment@oxfordshireyouth.org

alternatively, [click here](#) for more information.

Job purpose

You will lead on administration for Oxfordshire Youth, including finance and office administration, plus project administration for the CEO and OY Trustee Board. You will line manage the Office Coordinator who supports all day-to-day functions of the OY office and performs administrative duties.

We are looking for someone who has excellent communication, organisational and IT skills. You will have exceptional attention to detail and be accurate and meticulous in your work. You will bring an enthusiastic and proactive approach to teamwork; the ability to prioritise workload and having a flexible, adaptable attitude will be needed in this busy role.

Passionate about quality and always organised in your approach, you will be eager to make a lasting contribution to this dynamic and forward-thinking team. Your role will be essential to the running of Oxfordshire Youth and will support our team to make a lasting difference to the lives of young people in Oxfordshire.

Key Responsibilities

- To manage administration for Oxfordshire Youth including;
 - Responding to correspondence and other communications, including post, emails and telephone in a prompt manner
 - Ensuring maintenance of paper based and digital filing systems, and that they are effective and GDPR compliant
 - Developing and maintain administrative processes and procedures, ensuring accuracy and effectiveness
 - Support staff team with induction training, ongoing support and upskilling of administrative processes, including use of google suite and other systems
 - Assisting in the preparation of organisational policies, procedures and other company documents
 - Liaising with suppliers to support office management tasks and duties such as stationary ordering and maintenance of office and IT equipment, and managing these relationships
 - Being the first point of contact for any issues related to the office environment, including security, IT equipment and systems, and liaising with contractors and service providers where necessary
 - Providing administration support to the Board of Trustees and CEO

- Preparing agendas and take minutes for internal and external meetings, including with Trustees (please note that attendance at Board meetings will be required, which take place in the evening approximately 6 times per year)
- Line management of the Office Coordinator ensuring their duties are carried out to a high standard and they are effective in their role (when in post)
- Support the Finance team with administrative financial tasks such as supporting the payroll and expenses processes and processing invoices
- To work closely with the Data Protection Officer to ensure that OY remains GDPR compliant
- To support HR and Recruitment admin as needed
- To provide additional administration support to the Senior Leadership team and managers as and when appropriate

General

- To attend team meetings and regular supervision with line manager
- Keep up to date with relevant and associated policy developments, adhering to Oxfordshire Youth's policies and procedures
- To ensure all pre-employment checks are carried out in accordance with Oxfordshire Youth's guidelines, policies, and procedures
- To undergo training enabling personal and professional development
- To undertake other relevant duties related to the further development, promotion and sustainability of the charity

Safeguarding

- Understanding that safeguarding children, young people, and adults is everyone's responsibility and you will have access to training and supervision, which is appropriate to the role (including undertaking a DBS check appropriate to your role)
- To ensure concerns from young people are responded to appropriately in line with Oxfordshire Youth's policies and procedures

This job description is subject to amendment following discussion with the post holder.

What we are looking for

Essential

- Significant experience in an Administrative role. Ideally, you will have already worked in a management capacity, or be ready to take on this next step.
- Experience creating, managing and developing administrative processes
- Finance experience including bookkeeping, invoicing and reconciling.
- Confident user and administrator of IT (including Google Suite, Word, Excel, CRMs and other systems), and the ability to guide and support others.
- Excellent planning, organisation and time management skills
- Work well under pressure, with the ability to respond to tight and changing deadlines and priorities
- Excellent written and verbal communication skills, for both internal and external communications
- Previous experience working to data protection regulations, and with integrity and discretion when dealing with sensitive information
- Commitment to treating people equally, being aware of unconscious bias and working proactively and openly to challenge it within your own and within others practice
- A positive, enthusiastic and can-do approach that demonstrates the attributes of a growth mindset
- Accountability for the quality of your work and responsibility for maintaining and improving your knowledge and skills
- The ability to solve problems and think creatively

Other desirable skills

- Previous experience working for a Charity
- A professional qualification in a relevant field

