



Job Description: Administrative Officer

Reporting to: Director

The Administrative Officer provides administrative, IT and financial support to the work of the organisation and some secretarial support.

The post requires administrative and basic financial skills as well as the ability to be creative and supportive in working with trainees, ex-trainees, and full-time, part-time and freelance workers.

The major areas of responsibility of this post are to:

Administration

- Assist in maintaining efficient computer-based and written information/record systems both for internal purposes and for The Video College's youth projects, courses and productions
- Assist in managing the IT requirements of the organisation and the servicing and maintenance of its IT systems
- Maintain an effective database for the organisation
- Assist in maintaining efficient administrative and financial systems for the organisation
- Organise the delivery of equipment and stationery from suppliers
- Ensure that the project's forms and documents are regularly up-dated and available for other staff.
- Assist in the organisation of screenings and in providing administrative support for productions
- Supervise volunteers as required

Finance and Funding

- Administer petty cash, prepare cheque requisitions, issue expenses claims
- Assist with finance and monitoring
- Assist with fund-raising activities

Publicity and Marketing

- Produce and organise the distribution of publicity material and course information using Desk Top Publishing and, with the staff team, ensure that deadlines are met.
- Assist in the development of the marketing strategy of the organisation and its activities and ensure its Website is updated with new information and visual material
- Through telephone and written contact promote the organisation and its work to external organisations, particularly those which work with the organisation's target groups

Course Administration/Advice for young people and trainees

- Welcome visitors and course applicants and respond to their enquiries about youth projects and training courses on the telephone, in person or by letter
- Assist with course administration and liaise with, and complete forms for, external accreditation and funding bodies

Monitoring

- Organise the maintenance of effective and accurate databases for the organisation, including:
 - monitoring information required by funders and internally
 - mailing lists
- Maintain Excel spreadsheets for monitoring of young people's and trainees' performance and progression
- Following training, enter monitoring data on funders' websites

Supporting the Organisation

- Obtain and retain a general working knowledge of the activities of the organisation

General

- Attendance at training sessions as agreed with the Director
- Undertaking any other duties as may from time to time be required

Essential Experience, Knowledge, Abilities and Skills

Essential Experience

1. Previous experience of administration
2. Experience of standard software applications in word processing, spreadsheets, Desk Top Publishing, databases and an aptitude for and interest in learning new packages
3. Experience of working with accuracy and an eye for detail and of prioritising tasks and meeting deadlines
4. Ability to work unsupervised in a small team in an informal setting
5. Numeracy skills

Essential Knowledge, Abilities and Skills

6. Good communication skills on the telephone, in person and in writing
7. Appreciation of the needs and requirements of The Video College's target groups and a commitment to welcoming and supporting all the project's users
8. Accurate word-processing skills
9. A commitment to equal opportunities' policies
10. A lively interest in supporting the needs, and developing and dealing with the requirements of a training organisation

Desirable Experience

11. Experience of work in arts administration, training organisations or the broadcast industry
12. Experience of working with young people
13. Experience of working within community/voluntary organisations
14. Experience of collating information for reports
15. Experience of book-keeping

Conditions of Service

Salary

£16,000-18,000 per annum pro rata depending on skills and experience.

Hours

9.30-5.30pm, Monday-Thursday. Occasional early evening work may be required. Time off in lieu will be taken where agreed overtime has been worked.

Holidays

25 days per annum pro rata in addition to statutory and public holidays. Leave to be taken in agreement with the Director.

Supervision

The post will be supervised by the Director.

Training

Training courses as agreed within the constraints of the budget.

Trial period and period of notice

The appointment is subject to confirmation after a trial period of six months, during which time the period of notice will be one week from The Video College and four weeks from the post-holder. Thereafter the period of notice will be four weeks from The Video College and four weeks from the post-holder. After two years extended statutory notice period will apply.