

JOB DESCRIPTION

Job Title: Administrator

Reports to: Chief Executive Officer

Purpose: To support the smooth running of Different Strokes Office and to be the first point of contact for enquiries

Hours: 14 hours per week. Temporary contract for 1 year, with potential to extend.

Salary: £18,813 pro-rata

Main Responsibilities

1. To be first point of contact for all telephone enquiries
2. To access and respond to all email and website enquiries that we receive
3. To assist with office administration tasks such as printing and sending letters and sending out information packs
4. To administer the post that we send out on a daily basis
5. To ensure that all stationary and office equipment is ordered as required
6. To support the smooth running of our online shop
7. To do banking of cheques as required
8. To ensure that office health & safety requirements are met

PERSON SPECIFICATION

Knowledge, skills and experience:	Essential	Desirable
Excellent telephone manner	✓	
Organisational skills	✓	
IT literate	✓	
Excellent interpersonal and communication skills	✓	
A high level of accuracy	✓	
Ability to be adaptable and flexible	✓	
An understanding of inclusive working practices	✓	
Experience of working with volunteers		✓
Understanding of disability, in particular the impact of a stroke		✓
Willing to support the mission, vision, aims and objectives of Different Strokes	✓	

For an informal discussion about the role please contact Austin Willett on 01908 317618.