

Business Team Administrator

Job Description and statement of purpose of post:

JOB TITLE Business Team Administrator

RATE OF PAY £23,000/£25,000 **PRO RATA** per annum depending on experience.

HOURS: 20 hours per week (actual work hours flexible and negotiable including some evenings and weekends as required).

ACCOUNTABLE TO: Blackbridge CCBS with additional reporting to Podsmead Big Local Partnership.

LINE MANAGED BY: Blackbridge CCBS Team Co-ordinator.

LOCATION: Hot desk at Podsmead Big Local Hub.

EXPENSES: Reasonable travel expenses if required outside of the Big Local area can be paid.

EQUIPMENT: Mobile telephone and laptop provided.

LENGTH OF POST: This is a permanent post subject to the availability of funding.

Background to and purpose of this post:

The purpose of the post is to support and assist Blackbridge CCBS and Podsmead Big Local Partnership in delivering its legacy plan during 2022 - 2025 through community engagement and development activities which support an asset based approach.

Responsibilities and accountability:

The Business Administrator will be employed and line managed by Blackbridge CCBS Project Co-ordinator and will be responsible for ensuring that regular reports and updates are made to the Blackbridge CCBS Board and the Big Local Partnership as requested.

Training:

Relevant training opportunities may be available. Depending on the nature of the training and in discussion with the line manager, training may be either within or outside of working hours.

Specific responsibilities of the Business Administrator.

1. Take responsibility for all admin generated by all Blackbridge CCBS staff; post, emails to general enquiries, telephone calls.
2. Be responsible for the origination of and distribution of registration/consent documents for activities.
3. Be responsible for petty cash, managing distribution of cash, maintaining records of receipts, and ensuring timely refills of cash from finance team.
4. Be responsible for working with Finance team to ensure invoices and bills are paid in a timely fashion.
5. Work with the Blackbridge CCBS team to support their administration needs; document design; minutes at meetings support for report writing.
6. Be responsible for ordering office supplies.
7. Work with Gloucestershire Gateway Trust marketing team and others to ensure data gathered by BCCBS team is shared to social media posts.
8. Support Blackbridge CCBS team by being responsible for the distribution of food vouchers for residents in need, upon request.
9. Support the administration needs of the BCCBS volunteers.
10. Be a Key Holder for the Podsmead Hub and the Podsmead Pantry and any other buildings.
11. Attend all Podsmead Big Local panel and Blackbridge CCBS meetings (unless otherwise directed) and keep residents and partners informed of any new groups/activities and how they are progressing.
12. Carry out any other duties as required, commensurate with the post, and depending on available time and resources.

PERSON SPECIFICATION:

Training and Qualification:

- Business Administration Qualification at level 3 or Experience of working in an administrative environment for a minimum of 3 years (essential)
- Good qualification including Maths and English above Basic Skills (essential)
- Microsoft Office 365 proficient (essential)
- Experience of working in small teams to work towards a common goal (essential)
- Ability to engage and have effective communication skills (essential)
- Ability and willingness to work in a targeted based environment (essential)
- Experience of working in asset-based approach environment (essential)
- Report writing skills (essential)
- Database management skills (essential)

Applications forms are available to download from:

<https://blackbridge.org.uk>

If you would like an informal discussion about the role call/text Jim Hart on 07923445327.

Closing date for the return of application forms Sunday 30th July at Midnight.

Interviews will be held on week commencing 7th August.