



Millside
CENTRE

Employer:	Reach Beyond
Job Title:	Administration Assistant (Part-time)
Salary:	£18,000 per annum (pro-rata) plus 6% pension
Hours:	25 hours per week
Location:	The Millside Centre, Bradford, BD1 2HS

ABOUT REACH BEYOND

Reach Beyond is a Christian charity working in the areas of community development and media worldwide. Overseas, we work with partners to establish community-based healthcare clinics, medical caravans, counselling centres, clean water projects and other initiatives that meet the physical, emotional and spiritual needs of people. We also assist local communities to build and operate their own community radio stations. In the UK, Reach Beyond runs the Millside Centre, a community space serving vulnerable people in inner-city Bradford. Working in partnership with local charities, churches and community groups, we help people to improve their lives.

MAIN PURPOSE OF JOB

This role is pivotal in providing administrative support to the Centre Manager and in ensuring the successful day-to-day running of the Centre which provides services and activities for a diverse community.

The Administration Assistant will be responsible for effective administration of daily operations, including help with invoices and bookings. The post holder will be also involved weekly in some frontline activity with our clients, such as assisting on a one-to-one basis with form-filling or help with their communications. They will also help to support our volunteers.

The post holder will assist the Centre Manager in the collation of essential data for the purposes of monitoring and evaluation, and maintain our Lamplight database which will enable the team to ensure that service outcomes and outputs stay on track and that data is collected efficiently. You will also contribute towards providing a warm and welcoming environment for vulnerable people and partners attending the Millside Centre.

We would expect the successful candidate to evidence some experience of office-based work as well as working on your own initiative and as part of a team.

The Administration Assistant will report to the Centre Manager.

SCOPE OF THE JOB AND KEY RESPONSIBILITIES

Contact with Centre Users, Stakeholder and Partners

- Although this is an administrative role, there is also a hands-on people-orientated element to the post such as reception, welcome and hospitality to our clients and partners.

Administration and IT Duties/Tasks

- Assist with the development and maintenance of effective administrative and IT systems.
- Make use of office systems such as Word, Excel, databases, financial systems, email, scanning and internet research.
- Collate and manage service user data.
- Ordering of stationery and other essential items.
- Filing, data-entry, photocopying and dealing with post.
- Other relevant admin duties as appropriate.

Hospitality and Reception duties

- Telephone/reception duties including operating phone systems and taking messages.
- Assist with refreshments when required.
- Assist with room set-up.
- Assist with signposting visitors to rooms.
- Assist with occasional external community events.

Room Hire and Promotion

- To assist with the room hiring process in the Millside Centre and to maintain and develop positive relationships with hirers, encouraging continuity and new bookings.
- To assist with ensuring that the Room Hire Terms and Conditions and Partnership Agreement procedures are strictly adhered to.
- To ensure that the Centre bookings electronic diaries are kept up to date.

Finance

- To make sure that all room hire payments are invoiced, collected, recorded, receipted and up to date.
- To provide relevant financial and monitoring information to assist the Centre Manager.
- To assist with ensuring that financial procedures are followed, in consultation with the Financial Controller.

Services

- Provide admin support to our service users and partners if needed, in consultation with the Centre Manager.
- To provide support for volunteers working in our office environment.

PERSON SPECIFICATION

In your application form you will need to demonstrate your experience, skills, knowledge and achievements in the following areas. Please address and number each point separately in section 8 of the form, giving examples and evidence wherever possible. How well you address the points with relevance to the Job Description in your Supporting Statement will improve your chances of being selected for interview.

Desirable

1. Have a good general standard of education including GCSE English and Maths at Grade C or above.
2. Have experience of working directly with community groups in a paid or voluntary capacity.
3. Have the experience and ability to prioritise and manage your own workload.
4. To have successfully worked in a busy office environment in the last 2 years and as part of a team.
5. Have excellent organisational and administrative skills.
6. Have good IT skills and the experience of using a range of operational systems.
7. Have good communication skills - oral and written - and the ability to communicate effectively with, and report to, a wide range of people such as in-house team, clients and partners.
8. Experience in collating monitoring and evaluation forms and systems and to produce written reports.
9. Have some knowledge of health and safety issues and safeguarding procedures as they relate to a public community building.
10. Have experience of working in a diverse environment.
11. Have a natural passion for serving others, be non-judgmental and accepting of all people, accepting and following the values of the Millside Centre.

The closing date is Friday 6th September at 5pm. Interviews will be held mid-September. Please send your completed application form to Colin Lowther at colin@millsidecentre.org