



# King Edward VI Almshouses

## Job Description – Admin Assistant

### **Purpose of role:**

To provide comprehensive administrative support to the Business Manager, Estate Manager, Office, Residents and Directors.

### **Details of Duties**

#### **A. The Residents**

1. Providing initial response to residents' queries
2. Printing and distributing the bi-monthly residents' newsletter
3. Annual renewal of residents' parking permits
4. Completing annual TV licenses
5. Preparing and printing licenses for new residents
6. Booking in property maintenance and inspections with residents

#### **B. The Directors (sometimes known as trustees)**

1. Preparation and distribution of Board and Committee packs prior to meetings
2. Minute Board and specified Sub Committee meetings
3. Support admin tasks for Project Crocus
4. Organise catering/refreshments, room bookings/hall hire, document printing, etc for meetings

#### **C. General Duties**

1. Make basic alterations to the charity website and liaise with website agency for additional alterations
2. Follow Social Media plan and take responsibility for posting regularly
3. Take responsibility for empty property utilities and council tax, liaising with suppliers and the local District Council
4. Interacting with contracted maintenance team
5. Provide general admin support to Business and Estate Managers
6. Manage all tasks associated with hall bookings
7. Organise confidential waste collection
8. Update all residents and trustee lists
9. Order stationery, office and gardening supplies
10. Undertake additional administrative tasks as required
11. Report Safeguarding concerns

#### **D. Continuing Professional Development (CPD)**

1. In agreement with Managers, and at the Charity's expense, undertake CPD, including courses as agreed
2. Carry out an annual self-appraisal in readiness for an Annual Performance Review with Line Managers



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## Person Specification

1. Some previous experience working in an office environment
2. Good level of literacy and numeracy
3. Strong attention to detail and accuracy
4. Well-organised and able to manage a variety of tasks
5. Comfortable working with and supporting the Manager team
6. Able to build positive relationships with residents, trustees, contractors and visitors
7. Confident working on your own and staying calm under pressure
8. Good general IT skills, including Word, Excel and PowerPoint
9. Willing to be flexible when needed
10. Keen to learn and develop new skills
11. Confident communicating with different types of people

**Hours of work:** 30 hours per week, Monday-Friday 9-3pm. Time off in Lieu will be provided should you complete any authorised overtime.

**Reporting to:** The Business & Estate Managers.

**Salary:** £20,800-£23,200 pro-rata (FTE £26-£29,000 pa).

**Holiday:** 21 days standard holiday plus 8 days bank holiday. This will be pro rata for part time staff.

**Location of job:** Based from our Chapel Hall Office, the role will mainly be on site.

*KEVI Corporate Trustee Ltd is committed to the Safeguarding and Welfare of our Residents, Staff and Trustees. All Staff undergo a DBS and Right to Work in the UK check, and references are contacted after job offer.*

*Company Number 10178252 Registered Charity Number 210590*