Administrative Officer and Assistant to CEO Job Description and Person Specification

1 Title: Salary: Administrative Officer and Assistant to CEO Up to £28,000 pro rata Reporting to: Chief Executive and Clerk to the Trustees Based at: Sycamore House, or other Hammersmith United Charities (HUC) locations as required Hours of work: 25 hours pw, 09.00 – 15.00, occasional extra hours to support meetings or events Introduction Hammersmith United Charities (HUC) invests in the people and communities in the 8 Northern wards of Hammersmith & Fulham to tackle poverty, deprivation and disadvantage, building on our legacies, wisdom, learning and experience gained over 400 years. We support local people to build their confidence and resourcefulness, develop their own talents and skills, connect people together and strengthen relationships and neighbourliness within and across diverse communities. We achieve these aims by: managing vibrant sheltered housing communities for older people; creating safe, beautiful outdoor environments managed by the charity’s community horticulturalist with the residents, for people to share and enjoy as neighbours; funding a community based grants programme and by working with local people, organisations and businesses to make Hammersmith a great place.

You can find out more about us by visiting our website [www.hamunitedcharities.org.uk](http://www.hamunitedcharities.org.uk)

Purpose Managing the reception and general office administrative functions for the Charity, ensuring that all reception and general office administration tasks are carried out accurately and in a timely manner, and supporting the rest of the team and trustees. Support the CEO with administration and projects Principal tasks and responsibilities • Managing of the office administration and reception: Supporting the smooth running of the office by supporting all reception duties (mail management; point of contact for telephone; greeting and assisting visitors; diary management and coordination of room booking; handing out keys to contractors, managing the info@ and officeadmin@ email inboxes etc..). Ordering stationery for everyone at HUC and UNITED, organising recycling of old cartridges, organising shredding and general archive maintenance. • Assistant to the CEO: Provide administrative and project support to the CEO • Office support and co-ordination: Support the management team and trustees to make effective and efficient use of their time and resources, including helping with reports and presentations; co-ordinating the operational set-up for meetings and training. Administrative Officer and Assistant to CEO Job Description and Person Specification 2 • HR: Maintain HUC’s HR system (BreatheHR), updating staff handbook and records; advising on leave and sick leave. Support with the organising of staff events, and recruitment campaigns for new staff. Organising email addresses and log ins, handing out induction check list and right to work check, collecting conflict of interest forms, facilitating DBS checks. • IT and office equipment: Ensure the efficient running of the IT and other systems, liaising with IT users, our outsourced IT service provider, other contractors and suppliers when needed, and arranging servicing of office equipment when required. • Governance and compliance: Assist with servicing of Board and Committee meetings and the Annual General Meeting; including supporting the induction, training and development of trustees. To support the Company Secretary; helping to ensure compliance with the law including the Data Protection Act, HR policies, the maintenance of the trustee handbook, insurance etc. • Across team administration: Assist with the day to day operational administration of the housing and property management service, and office based staff and staff working in the Charity’s sheltered housing schemes, including administering relevant application processes. • Residents and visitors: Support Scheme Managers by helping respond to queries from residents of the almshouse or their visitors where appropriate This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility at the time of writing. It is HUC’s intention to work with you to update and incorporate changes to your job description as required. However, if agreement cannot be reached, HUC reserves the right to impose changes.