

Administrative Assistant

Job Description

Based at:	The Autism Resource Centre
Hours:	12 hours per week (flexible hours, over 3 days minimum)
Rate of pay:	£13,659 Pro rata
Length of contract:	1 year
Responsible to:	Autism Resource Centre Manager

Purpose of job:

- to provide administrative support to staff;
- to assist with the organisation of conferences, meetings and other events;
- to assist with the provision of services to members and other organisations;
- to contribute generally to the work of Action for ASD.

Duties and Responsibilities

Office administration

- To provide administrative support to the Centre Manager, Project Director and other Action for ASD staff.
- To undertake office reception duties, both in person and on the telephone, including taking messages for other staff.
- To operate manual and computerised office systems, for example filing papers and maintaining databases.
- To undertake general office duties, for example:
 - dealing with the post, faxes and e-mail;
 - drafting and sending standard letters;
 - photocopying and collating papers and mailings;
 - arranging for documents to be printed;
 - monitoring stocks of basic items, for example stamps and stationery;
 - ordering stationery, equipment and other items;

Action for ASD meetings and other events

- To assist with the organisation of conferences, seminars, meetings and other events on behalf of Action for ASD. This includes:
 - arranging dates and venues;
 - arranging refreshments and other requirements;
 - taking bookings and dealing with enquiries from conference delegates.
- To assist with the taking of minutes and notes at meetings.

General

- To attend Action for ASD meetings as required.
- To contribute generally to the work of Action for ASD, undertaking such other tasks as are appropriate to the nature and scope of the post.

Confidentiality

Maintain confidentiality of all areas of Action for ASD and its work. The nature of the work within the organization, entrusts people with confidential information about service users, their family and other staff. Any breach of this confidentiality will constitute gross misconduct.

Note

The job description reflects the present requirements of the post. As duties and responsibilities of this post change and develop, it is expected that support staff will need to take on other tasks in keeping with the job description.

This post involves work outside normal working hours in the evenings during the week and weekends and the post holder will be required to work during school holidays.

The project is ongoing and is continually developing. The post is contracted initially for one year and has a three month probationary period .