

JOB DESCRIPTION

JOB TITLE:	Charity Administrator
SALARY:	£20,200 - £23,320
BENEFITS:	Employers pension contribution - 3, 4 or 5% matching equivalent employee contribution. Available after 3 months in post. Season ticket or bicycle purchase loan scheme. Childcare voucher scheme.
HOURS:	Monday to Friday 8.30am to 5.00pm. You will be required to occasionally stay later to assist at an organisational event
HOLIDAYS:	25 days, plus bank holidays
CONTRACT:	Permanent
REPORTING TO:	HR Manager
LOCATION:	Rainbow School, 305 Garratt Lane, London, SW18 4EQ. You may also be occasionally required to work at our other site 48 North Side, Wandsworth Common, London, SW18 2SL
PROBATIONARY PERIOD:	6 months

JOB SUMMARY

- To provide professional, efficient and effective administrative support to BeyondAutism, ensuring efficient and effective running of the charity office and daily business.
 - To support the charity team in the management and administration of its fundraising, HR and marketing functions.
 - To help coordinate fundraising activity in conjunction with the Fundraising and Marketing Officer
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About BeyondAutism

BeyondAutism is a charity dedicated to empowering people with autism to lead fuller lives through positive educational experiences, training for the people who work with them and support for their families and carers.

We run an Independent Special School for children aged 4-19, a Post-19 service, Outreach and Training and the beginnings of an Early Years' service. We are seeking to hire a self-motivated and energetic Charity Administrator to work with the charity team and to support the activities of the organisation. The ideal candidate will

possess a wide range of skills and be interested in playing a key role within a small and committed team, supporting the staff and the organisation's activities.

Skills Required

- Communication and people skills: Often being the first point of contact, the Charity Administrator will need to possess excellent communication skills. The image of the organisation and its services relies heavily on the ability of the Charity Administrator to communicate effectively and sympathetically with a wide variety of people including staff and supporters.
- Time management skills: The Charity Administrator will need to possess excellent time management and organisational skills to be able to deal with a multitude of tasks and a range of priorities.
- Information Technology skills: The Charity Administrator will need strong IT skills and be competent in the use of most Microsoft Office applications including Outlook, Word and Excel. A working knowledge of PowerPoint and Publisher would also be helpful.
- Problem solving skills: The Charity Administrator will need to be practical, proactive, unflappable and able to use their initiative.

MAIN DUTIES AND RESPONSIBILITIES

Duties and responsibilities to the CEO

- Update and maintain the CEO's diary and address book, arranging appointments with the CEO as appropriate.
- Liaise with the CEO daily regarding the events of the day and follow up resultant actions.
- Liaise with the School Administrators and the PA to Heads of School to coordinate internal and external school and charity diary appointments, the CEO's attendance at school events and the detailed planning of special events.
- Liaise with other admin staff, Trustees, Governors, consultants and external organisations to arrange meetings, prepare agendas and draft minutes.
- Attend occasional events and exhibitions as requested by the CEO.

Administrative support to the charity office

- Be responsible for the smooth running of the charity office, dealing with enquiries by telephone, email and post, and maintaining filing systems (both electronic and hard copy).
- Filter telephone calls before passing them to the necessary person. Take and relay accurate and timely messages and answer questions where possible.
- Maintain a comprehensive paper and electronic filing system.
- Deal with visitors to the organisation in an appropriate and personable manner.
- Make any necessary travel arrangements for the charity team.
- To undertake word processing, electronic communication, telephone communication, filing, faxing, printing and photocopying work as required by the charity team, including the HR and Marketing teams.
- Set up meetings, book meeting rooms and coordinate events accordingly.

- Assist with keeping contact databases and records up to date, including forwarding any data protection queries to the relevant team.
- Be responsible for the handling and processing of post.
- Maintain office supplies and orders, creating purchase orders on Zero accordingly.
- Draft, type and dispatch charity office correspondence as requested.
- Attend occasional evening and weekend fundraising/charity events and exhibitions as required.
- Formatting organisation policies in line with brand guidelines.

General Responsibilities

- To understand, adhere to and actively implement all the policies and procedures of BeyondAutism and its services at all times.
- To operate and comply with the provisions of the Data Protection Act 1998 and relevant BeyondAutism policies during the course of undertaking the role.
- To safeguard children, young people and adults at risk, at all times.
- To undertake training as required.
- Assist with other work, events and projects as needed.
- To undertake additional tasks reasonably requested by the CEO and the charity team.

Additional Training Provided

As well as general on-the-job training, the successful applicant will also be required to train for the following key roles and areas of responsibility:

- Applied Behaviour Analysis (ABA) in-house basic training
- First Aid Officer
- Fire Warden