



the
**POVERTY
ALLIANCE**

WORKING TOGETHER TO COMBAT POVERTY

3rd Floor
94 Hope Street
Glasgow, G2 6PH
Tel: 0141 353 0440

Post	Administrative Assistant
Salary	£22,409 per annum (pro rata) plus 6% pension
Duration	Fixed Term post until September 2024
Hours	21 hours per week
Location	Glasgow, but partial office and home working until further notice
Line Manager	Finance and Business Manager

JOB PURPOSE

The Administrative Assistant will provide general administration support to the Poverty Alliance activities, as well as specific admin support to our new **Rights in Action** project. This will include events organisation, including venue hire, booking travel and accommodation, registration for events, payments of expenses. The Administrative Assistant will be responsible for maintaining a contacts database and for the electronic filing of evaluation information. The Admin Assistant will also take minutes at meetings of the various planning and advisory groups. To provide general administration support to all members of staff including word processing, photocopying, filing, distribution of mail, reception duty, stock taking, and other duties as required and as directed by the Finance and Business Manager.

JOB DESCRIPTION

Key responsibilities:

1. Overall day to day office administration

- 1.1. Supporting the implementation of agreed administrative systems and processes.
- 1.2. Providing general administrative support to the staff team
- 1.3. Liaising with suppliers and contractors

2. Developing administrative management systems

- 2.1. Database management

3. Supporting event organisation

Detailed responsibilities:

1. Overall day to day office administration

1.1. Providing general administrative support to the staff team, including:

- Call handling and initial responses to general enquiries.
- Provision of support on minute taking, photocopying, filing both manually and electronically and distribution of mail, etc.
- Maintenance of stationery, equipment, etc. for Poverty Alliance and implement a system of stock control.
- Organisation of transport and accommodation for staff and volunteers

1.2. Supporting the implementation of agreed administrative systems and processes, including:

- The maintenance and updating of inventory.
- Process and record petty cash claims for staff and volunteers.
- Maintenance of records and processing of access to work and similar.
- Support the updating of relevant parts of the Poverty Alliance website.

1.3. Liaising with suppliers and contractors, including:

- Acting as key point of contact for coordination of office maintenance, equipment testing, repairs and cleaning.

2. Developing administrative management systems

2.1. Database management

- To develop and update Salesforce, including providing guidance to the staff team.

3. Supporting event organisation

- To provide support for meetings, seminars and other events (both online and in person) organised by the Poverty Alliance and specifically for the Rights in Action project
- To organise and maintain the Poverty Alliance meeting room as required.
- To provide logistical support for events, including booking venues, catering, travel arrangements, reception duties.

General

- To contribute to staff team meetings and planning processes as required.
- Contribute to a positive working environment in which equality and diversity are valued and staff are enabled to do their best.
- To carry out other tasks and duties as required by the Administrative Assistant.

PERSON SPECIFICATION

Essential Experience:

- Excellent planning and administrative skills, including attention to detail and effective prioritisation of competing tasks using own initiative;
- Excellent MS Office 365 suite skills;
- Experience in database management to hold records and run monitoring reports;
- Experience of cash handling;
- Experience of managing own workload, reacting to changing circumstances, prioritisation and meeting deadlines;
- Experience of event organisation, including online events.

Essential Knowledge and Skills:

- Experience of working on multiple ongoing tasks, including event organisation, project administration, monitoring and reporting
- Experience and understanding of the role of volunteers working alongside paid staff;
- High level of interpersonal and communication skills
- Familiarity with key essential policy issues, in particular GDPR, health and safety.

Desirable knowledge and skills:

- Experience of updating website content;
- A relevant qualification in administration.

Other specific attributes:

- Ability to work effectively both independently and in a team;
- Share the organisation's values: compassionate, open, collaborative, innovative and driven.