

ADMINISTRATIVE OFFICER JOB DESCRIPTION

GENERAL INFORMATION

Job title:	Administrative Officer
Salary:	£22745 (NJC Scale 17 plus ILW) pro rata per annum (£18196)
Hours:	28 hours per week (including occasional evening meetings) – hours to be spread over four days (negotiable)
Employment period:	Minimum 6 months with review subject to funding. Notice period one month
Responsible to:	Director
Accountable to:	Management Committee

This job description is intended as an outline indicator of general areas of activity and can be amended in conjunction with the post holder in the light of changing needs of the organisation.

JOB SUMMARY

1. Managing bookings with schools, organisations and community groups
2. Communicating and coordinating work with session workers and volunteers
3. Supporting the education team
4. Assisting with financial administration
5. Other administrative duties
6. Implementation of ecoACTIVE's policies, including the child safe-guarding policy, the health and safety policy, and all aspects of the equal opportunities policy, including disability, etc.
7. Maintenance of strict confidentiality on all information concerning members/management committee and staff, and our service users
8. Any other reasonable tasks, as directed by the Director

SPECIFIC DUTIES AND RESPONSIBILITIES

- 1. Managing bookings**
 - Communicating with schools, organisations and community groups arranging bookings (via email and telephone booking dates, deciding on activities, completing booking letter etc.)
 - Managing ecoACTIVE's online calendar
- 1. Communicating and coordinating work with session workers and volunteers**
 - Contacting session workers and volunteers via email on a regular basis, in order to inform them of upcoming sessions
 - Coordinating session workers' working hours ensuring that all workshops are staffed appropriately
- 2. Supporting the education team**
 - Helping to create and prepare materials and resources for school and community sessions
 - Inputting and helping to analyse monitoring data from sessions for internal and external monitoring requirements
- 3. Assisting with financial administration**
 - Calculating prices for fee paying schools/service users
 - Sending invoices to fee paying schools/service users
 - Processing session workers' time sheets
 - Managing the office petty cash
- 4. Other administrative duties**
 - Helping to manage ecoACTIVE's office supplies and placing stationary orders
 - Maintaining filing systems (online and paper)
 - Taking minutes during meetings and circulating these to staff/ management committee/ partners/ service users where appropriate
 - Assisting in other administrative duties that contribute to the smooth running of the office such as assisting with IT/printer maintenance, answering the office phone and preparing meeting rooms
- 5. Implementation of ecoACTIVE's policies, including the child safe-guarding policy, the health and safety policy, and all aspects of the equal opportunities policy, including disability, etc.**
- 6. Maintenance of strict confidentiality on all information concerning members/management committee and staff, and our service users.**

7. Any other reasonable tasks as directed by the Director

ecoACTIVE's projects include, but are not restricted to:

- Energy and resource conservation projects, including addressing fuel poverty in schools and community
- Encouraging whole-school approaches to Education for Sustainable Development, using the national curriculum and other appropriate frameworks, including workshops and assemblies to promote recycling, composting and waste prevention
- Workshops on local environmental quality in schools
- Family learning activities on Education for Sustainable Development and adult activities in the community
- Gardening and biodiversity-related activities, and outdoor learning in school grounds and green spaces in the community
- Forest School projects with schools, children's centres and community groups
- Youth programmes throughout the wider community

TERMS & CONDITIONS OF EMPLOYMENT

All staff members are expected to comply with ecoACTIVE's policies and procedures, detailed in the Staff Handbook accessible to all staff and management members in the ecoACTIVE office.