



Job Description

Role:

Admin Assistant

Responsible to:	Engagement Assistant/ Finance Officer
Responsible for:	No direct reports
Working hours:	35 hours per week
Purpose of Role:	The Admin Assistant will provide support to the staff team based in BB HQ at Newport, Culcavy.
Salary:	£19,838 pa Package includes 25 days annual leave plus 12 statutory days.
Contract:	Fixed term 24-month contract (due to funding)

Responsibilities

The team at The Boys' Brigade NI District Headquarters known as 'Newport' is responsible for actively engaging in an accessible, relevant and supportive way with over 260 BB Units and around 2,500 leaders in the Boys' Brigade community across all of Northern Ireland.

We provide resources, training, help and guidance to our members in NI. We also liaise and collaborate on identified work areas with BB colleagues in the UK.

The Admin Assistant will support all office staff in a range of activities which will include:

- Perform general admin tasks – data entry, word processing, filing, scanning, photocopying, shredding, creating forms
- Answering telephone calls, responding to queries, directing such queries to the most appropriate staff member and greeting visitors
- Setting up meeting rooms
- Preparing mailshots, resources packs and general postal duties
- Collating records, updating spreadsheets
- Researching information for presentations and meetings
- Providing admin support for leader registration, competitions, events, training course and activities
- General housekeeping duties including preparing refreshments
- Proof-read documents
- Updating calendars, booking appointments
- Assist with projects and events

Health and Safety

- Ensure that all equipment issued is maintained in an appropriate and safe manner, with any defects being reported immediately
- Co-operate with staff and management to maintain our Health and Safety policy, i.e. monitoring accident books and other relevant paperwork
- Undertake Health and Safety and Environmental training as identified by BBNI

General

- Ensure that you maintain up to date knowledge related to your role and attend training as and when required
- Ensure compliance in all activities in accordance with the Company's Equal Opportunities Policy
- Conduct all activities with confidentiality and in accordance with the requirements of Data Protection Legislation and BBNI Policies and Procedures
- Be an effective ambassador for The Boys' Brigade
- Undertake any other duties as required, that are within the competence of the post holder and conducive to the effective delivery of the role

Skills and experience

- Five GCSEs at grade C or above (or equivalents)
- Good communication skills – both verbal and written
- Ability to demonstrate competence using MS packages in particular Outlook, Word, Excel and PowerPoint
- Ability to demonstrate an aptitude for learning new procedures and IT packages
- Good command of written English to enable proof reading duties
- Effective team player and able to work on your own initiative
- Good organisational skills and ability to plan own work to prioritise and meet deadlines
- Positive attitude and approach
- Accuracy in work and high attention to detail
- Sympathetic to the vision, mission and values of The Boys' Brigade.

This role is funded by The Rank Foundation Start Here programme.

Previous knowledge or experience within The Boys' Brigade is not necessary.