

Job Vacancy

Black Prince Trust / Fight For Change

Administration and Communications Officer

JOB TITLE:	Administration and Communications Officer
RESPONSIBLE TO:	BPT Business & Site Manager / FFC CEO
SUPERVISING:	Temporary staff including interns/work experience
SALARY:	£[22-24]k pa depending on experience
TERMS:	35 - hours per week M-F Hours variable (flexible hours preferred -occasional evening and weekend work with TOIL) 25 days Holiday PA Contributory Pension Scheme (via NEST)

JOB SPECIFICATION

- To support site manager at the Hub and monitor the day to day running and maintenance of the site.
- Responsible for all administration, day to day financial management and site operational functions for the Black Prince Trust.
- To provide administrative support to the Black Prince Trust (BPT) and Fight For Change (FFC)¹, including diary management, arranging meetings and production and distribution of reports, supporting papers and minutes.
- To support the BPT Business & Site Manager and BPT Community Manager on all aspects of the Hub including community delivery, event management, PR & Comms
- Responsible for content on F4C's social media platforms in line with the social media strategy.

Specific tasks include:

- Be responsible for office management, including facility hire, bookings, HR and IT.
- Support BPT Business & Site manager in maintenance of the hub, and dealing with contractors and partners.
- Overseeing all administrative matters including fire and security alarms, on-site keys, Health & Safety, complaints, fire equipment, repair and maintenance, etc.
- To work with BPT Community Manager and site partners on multiple facility bookings as required.

¹ Fight for Change is BPT's onsite boxing charitable partner www.fight4change.org.uk

- To manage payments of tenants and bookings via BPT trackers and provide up to date reports to Business and Site Manager.
- Manage social media platforms across BPT and F4C following the social media strategies.
- To be the initial contact point for the BPT and partners, responding to enquiries and queries and offering appropriate advice.
- To arrange meetings, take accurate minutes and circulate meeting notes as and when necessary.
- To distribute information and programme updates to projects and partners as required by the BPT Business & Site Manager, BPT Community Manager and FFC CEO.
- To support BPT Community Manager in being able to provide programme and project information at ease to public over the phone and in person.
- To ensure office stationary and refreshments are ordered when necessary.
- To support the BPT Chair / Strategic Advisor with administration functions including diary coordination, servicing meetings, record keeping and data management.
- To support the BPT Board, Advisory Board and Community / Youth Groups by arranging meetings and providing and distribution of agendas and minutes.
- To support the BPT Team and assist with the organization and co-ordination networking events, media events and programme launches attending when required.
- To support the FFC CEO on administrative matters as required (arranging meetings, IT support, programme delivery support, arranging events, M&E data input etc)
- To undertake any other tasks as reasonably required within the grade and overall functions of the post.

Required Skills:

- Experience in invoicing and managing payments.
- Pro-active self-starter.
- Can operate under minimum day to day supervision with limited levels of support.
- Personable and approachable.
- Strong written and verbal communication skills.
- Community driven.
- Demonstrates Partnership mind-set.
- IT Competent.
- Proficient in using Social Media.

Additional Preferred Skills: *(Training will be given where appropriate)*

- Managing service charge, utility and business rates calculations
- Experience using Measurement & Evaluation systems (specifically Upshot).
- Experience in researching e.g. fund-raising applications.
- First aid.
- Experience in the Sport for Development sector.