



Job Description

JOB TITLE:	Office Assistant
BASED IN:	Aylesbury, Buckinghamshire
REPORTING TO:	Office Manager
WORKING WITH:	The Office Manager, The Senior Management Team, The Programme Team and the wider Action4Youth team.
HOURS:	12-15 hours a week
LEAVE:	28 days holiday per annum plus bank/public holidays (pro rata)
CONTRACT:	Permanent
SALARY:	£24,429 - £27,510 (pro rata)
PENSION:	Up to 5% matched contributions
TRAVEL:	Limited travel around Buckinghamshire and Milton Keynes will be necessary

Main Purpose and Scope of the Role

- The Administrator will be responsible in providing administrative support to the Senior Management Team and Office Manager, assisting with Action4Youth events. This role will work collaboratively with the programme team and be responsible for the admin

Duties and Key Responsibilities

- To support with general administrative duties.
- Ensure the smooth running of the office.
- Procuring office supplies and replenishment.
- To support with the recruitment and on-boarding of seasonal staff.
- Assist in onboarding new volunteers and staff members.
- Support Action4Youth events by handling invitations, managing guest lists, and liaising with venues and caterers.

- Utilise Microsoft Office and Salesforce proficiently to support Action4Youth activities.
- Support the Programme team with administrative duties.
- Support Office Manager with ad-hoc duties to ensure the smooth running of the office.
- Assist in various areas of the organisation as required.
- Fulfil any other duties assigned by the Line Manager, Senior Managers.

General Responsibilities

- Support the continued development of quality standards as specified by Action4Youth.
- To have regard for the vision of Action4Youth and to display a commitment to equal opportunities and to the protection and safeguarding of children, young people and vulnerable adults.
- Report any behaviour, conversations or comments which are inappropriate within a setting for children and young people.
- Administering own workload which includes meeting targets and deadlines in line with the Action4Youth Appraisal System.
- Attending relevant CPD training events in line with the Appraisal System.
- Undertaking responsibility, as part of the team, for all Health and Safety work related matters.
- Working within the guidelines of Action4Youth policies and procedures.

Person Specification: Administrator	Essential (E) Desirable (D)	Demonstrated at: Application (A) Interview (I)
Skills, Experience and Knowledge		
Excellent administrative and ICT skills	E	A
Proven experience of using Microsoft Office (Word, Excel, PowerPoint and Outlook).	E	A/I
Proven experience of using Mailchimp	D	A/I
Knowledge of/experience of working with a Board of Trustees	D	A/I
Good basic arithmetic skills	E	A/I
Full Driving Licence and use of a vehicle	D	A
Experience of various CRM systems	E	A
Proven experience of working as an administrator with a significant level of responsibility.	E	A/I
Qualifications		
Educated to GCSE/ O Level with A*- C or equivalent in English and Maths.	E	A
Personal Attributes		
Ability to maintain confidentiality	E	I
Flexible approach to working hours	E	I
Ability to solve problems for yourself and to work without direction	E	A/I
A positive, enthusiastic and 'can do' approach to work	E	I
Ability to communicate well at all levels	E	I
Ability to prioritise and manage large workloads	E	I
Good time management	E	I
Ability to work in a fast paced environment	E	I
A team player who is outgoing, friendly approachable, flexible and enthusiastic	E	A/I
Strong interpersonal skills, tact, sensitivity and diplomacy	E	I
Understanding of the ethos, values and culture of Action4Youth	E	I
Demonstrate an awareness of equal opportunities	E	I

To Apply

To apply for this role please send a copy of your CV and a covering letter explaining why you are applying for this position to office@action4youth.org

If you would like an informal chat regarding the role please contact Sachita Syal on 0300 003 2334

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www.action4youth.org

Action4Youth is committed to safeguarding and protecting the young people that we work with. All our posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We have policies and procedures in place that promote safeguarding and safer working practices across the organisation.