**JOB DESCRIPTION**

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| **Job title:** | **Head Administrative Officer** |
| **Reports to:** | **Chief Executive Officer** |
| **Main job function:** | **Responsible for the organising and administration of Barnabas Fund’s academic department** |
| **Location:** | **Pewsey, UK** |

Principal responsibilities:

* Helping the office staff keep clean and well organized uniform files and databases.
* Preparing correspondence, presentations, reports, proposals, and memorandums.
* Monitor the operations of the department.
* Schedule meetings and appointments.
* Serving as the liaison and go-to person for any office inquiries.
* Maintaining central record of staff schedules.
* Making and approving all supply orders.
* Maintaining and saving lists of contacts.
* Developing and maintaining student and academic filing systems.
* Offering students an amount of general support.
* Recruitment of students for each study programme.
* Advertise post-graduate study programmes, both online and other alternative methods.
* First point of contact for all students seeking to study with Barnabas Fund.
* Full knowledge of course content and able to answer any queries or questions from both potential students and academic governing bodies.
* Oversee the processing of all student applications, arranging interviews, enrolling new students.
* Assess scholarship applications and advise student funding sources; coordinating meetings on scholarships on a regular basis.
* Relate directly with external bodies which have on ongoing relationship with the department.
* Be the main contact for the finance department.
* Manage all student support during studies.
* Monitor student funding and continually explore funding options.
* Develop student learning support for all courses provided.
* Develop further student support including mentoring and pastoral care if necessary.
* Maintain clear channels of communication with senior Barnabas Fund staff.
* Be responsible for all student hospitality during study, arranging and advising for travel (as necessary) and accommodation, including general housekeeping, catering etc.
* Organize committee meetings to discuss periodically admissions, scholarships and academic content/qualifications, take minutes and implement any decisions.
* Oversee the publication of articles in journal and other sources.
* Actively develop academic programs and procedures, through training and attending relevant academic conferences etc.
* Provide students an excellent learning experience.
* Fully conversant with all areas and activities of the department.

Head Administrative Officer Requirements:

* Past proven work as office administrative or assistant.
* Knowledge of various office management procedures and systems.
* Exquisite time management skills.
* Great multi-tasking skills.
* The ability to prioritize work.
* Great attention to details.
* Advanced problem solving skills.
* Written and verbal communication skills.
* Very strong planning skills.
* Great organisational skills.
* Great proficiency in Microsoft Office and other around-the-office software.
* General HR experience an added benefit.