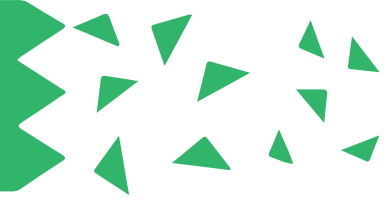




# *Candidate Information Pack*

## *Administrator*

# Welcome



Thank you for your interest in this position. If you are successful you will become part of an amazing charity, which began in the late 1980s. Over the years we have built an excellent reputation and we are working in primary schools across Maidstone, Medway and Swale and in eight secondary schools in Maidstone. We work from two sites and in all our work we seek to maintain our values of being Christ-centred, pupil focussed, maintaining standards of integrity and excellence and being educational.

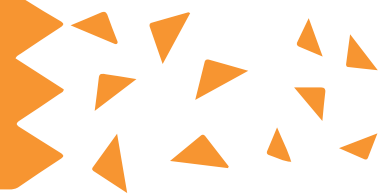
We count it a huge privilege to share our faith in Jesus, inspiring the next generation to explore Christianity through a variety of opportunities and demonstrating how its values and ethos are still relevant to their daily lives. At the same time, we are conscious that we are going into environments where there are children of all faiths and none. We also greatly value the opportunity to partner with local churches and we have many volunteers and helpers who support the work we do.

This is an exciting role and you will be part of a passionate team, presenting the Christian faith in ways which are relevant, fun and accessible.

Yours in His name.

Jonathan Jankowski, Chief Executive

## Job Description



<i>Job Title:</i>	Office Administrator
<i>Location:</i>	Maidstone (with another office in Gillingham)
<i>Reports to:</i>	Operations Manager, The Family Trust
<i>Summary:</i>	To carry out administrative office duties for The Family Trust
<i>Hours of Work:</i>	30 hours per week (term time only)
<i>Salary</i>	£19,000 - £21,500 Pro rata (depending on experience)

# Responsibilities

## *Co-ordinate scheduling of appointments*

- Responsible for contacting schools to arrange Family Trust visits
- Responsible for allocating schools work sessions to staff, associates and volunteers.
- Responsible for updating the staff calendar of appointments.

## *Communicating to stakeholders*

- Responsible for maintaining regular contact with schools to remind them of Family Trust visits and Family Trust services available to them.
- Responding to general enquiries received by phone, email and post.
- Maintain and update database of local supporters.

## *Finance*

- Handling the day to day finances of the organisation; expenses, purchasing, invoices.
- Submitting annual gift aid claims.
- Allocating to budgets.
- Handling of accounting software such as QuickBooks

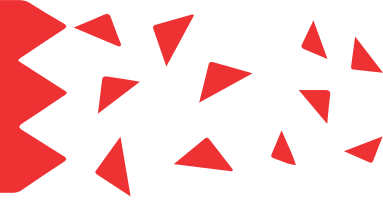
## *Share in the overall work of The Family Trust*

- Provide Chief Executive with periodic key statistics.
- Support fundraising efforts where practical and appropriate.
- Provide cover for frontline staff on occasion.

# Core Competencies

<i>Organisational skills:</i>	Excellent personal organisation skills. Able to think ahead, problem solve and work out the logistics of ensuring the resources are available to deliver services. Provides colleagues with information needed to fulfil their roles.
<i>Interpersonal skills:</i>	Friendly and approachable as the first port of call at The Family Trust. Good listener with an excellent telephone manner and able to handle a diverse range of enquiries. Excellent written communication skills to colleagues and stakeholders.
<i>Technical skills:</i>	Has the functional and technical knowledge and skills to work at a high level of efficiency. Knows what to measure and how to measure it using IT systems.
<i>Committed Christian:</i>	Motivated by core Christian values including grace, compassion and integrity. Sets a positive example for colleagues to follow. Is an excellent ambassador for The Family Trust and upholds the values of the organisation even when not in uniform.

# Personal Specification



<i>Area</i>	<i>Essential</i>	<i>Desirable</i>
<i>Communication</i>	Excellent verbal and written communication to colleagues and stakeholders. Confident telephone manner.	
<i>ICT Skills</i>	Fully IT literate including experience with Microsoft Office (including Access)	Experience using QuickBooks or equivalent.
<i>Working with schools</i>	An understanding of Primary School hierachy.	Experience communicating with Educational establishments.
<i>Education</i>	Educated to A level or equivalent standard.	A formal administrative qualification.
<i>Training</i>		Evidence of a commitment to a continued professional development i.e First Aid, Risk Assessments etc.
<i>Safeguarding</i>	Understanding of safeguarding and related procedureds.	Experience processing DBS checks for others.