

Job Advert – Business & Services Senior Administrator

Job Description:

Overview:

This is an exciting opportunity to join a friendly and committed team in a specialist mental health charity. The role of Business & Services Senior Administrator will be varied with lots of opportunity to gain knowledge and experience in a forward-thinking organisation. If you enjoy multi-tasking, working as part of a team, and have a passion for making a difference then please get in touch.

Business & Services Senior Administrator

Post is for 35 hours per week, working Monday to Friday, this will be a 1 year Fixed Term Contract (permanent once additional funding is established).

Hybrid position - working office days will be Tuesday, Wednesday and Friday – Work from home days are Mondays and Thursdays.

Salary scale: £13.23 per hour, Annual Salary £24,078.60 (plus 3% pension contribution)

Responsibilities:

- Main contact for all telephone enquiries
- Providing senior administrative support
- Maintaining organisational systems to ensure smooth operations
- Managing relationships with multiple stake holders, external and internal
- Demonstrating a professional and empathetic demeanour when communicating with clients and colleagues
- Providing administration for IT, Social Media, database updates and the Website
- Delivering admin support for Health & Safety, HR and Finance
- Supporting the CEO with the administration of Board minutes, meeting notes and charity papers

Requirements:

- Proven experience in a diverse administrative role
- Proficiency in Microsoft Office
- Strong organisational skills with attention to detail
- Ability to multitask and prioritise tasks effectively
- Good phone etiquette and communication skills
- An understanding of HR, Finance and Health & Safety for the level of the post would be an advantage
- Previous charity experience would be an advantage, but is not essential

What we offer:

- A great working environment

- Flexibility
- Employee Wellness Scheme
- Training and Development

This post will be subject to a DBS check

We advocate a positive work / life balance and provide a flexible working environment.

You must be a car owner and have a full licence. This role will require the successful individual to be flexible and prepared to travel to the areas specified.

If you would like to have an informal discussion about this position, please ring Louise Marriott on 01629 733915.

Application is by submission of a CV and covering letter (outlining how your skills and experience meet the requirements of the Job Description).

Supporting documents are available on our website at www.dfmh.co.uk/work-with-us , by emailing hr@dfmh.co.uk or by request from Louise Marriott on 01629 733915

Job Types: 35 hours per week Full Time, Temporary contract

Contract length: 12 months initially, pending confirmation of permanent funding