



## Job Description:

### Ripon YMCA, Administrator

**Organisation:** Ripon YMCA, 5 Water Skellgate, Ripon HG4 1BQ

**Responsible to:** Finance Administrator

**Salary (FTE 37 Hours):** £21,500 pro rata.

**Contracted hours:** up to 24 hours depending on candidate.

### Job Purpose:

The role of the Administrator is to provide support to all areas of Ripon YMCA by undertaking administration activities.

### Principle Responsibilities:

#### General Duties

To ensure the effective running of Ripon YMCA the administrator will provide a varied range of support to all functions of the YMCA. These include:

- To promote the services of Ripon YMCA.
- Deal with email and phone enquiries, redirecting as required.
- Recording holiday bookings and maintain the group calendars.
- Respond to booking requests for training or rooms and maintain records.
- Undertake checks on financial records as directed by the Finance Administrator.
- Maintaining records and reports for projects.
- Take and write up minutes of meetings or type up notes.
- Compiling training records for staff.
- Maintaining the policy log and online records.
- Meeting contractors or visitors and keeping records of activity.
- Write and send letters, newsletters or emails and maintain the mailing lists.
- Support the management of office requirements such as stationary, printing and billing activity.
- Attending events and networking meetings as appropriate.
- Attending training as required.
- Ensuring Safeguarding Policies and Procedures are followed.

- Being responsible whilst on duty by following all Health and Safety and Emergency and Fire procedures.
- Attending weekly team meeting and staff development activities.
- Maintain confidentiality at all times.
- Undertaking any other reasonable duties requested by the CEO

#### Other

Ripon YMCA is a small charity, as such all staff must be willing to offer flexibility in their approach to their role. Staff members have a responsibility to complete their allocated tasks and are encouraged to show initiative and act in the best interests of the charity at any times. They should / will:

- Promote and positively engage with all stakeholders about the charity
- Follow all Health & Safety guidelines
- Offer a flexible approach to their hours of work when necessary, to ensure the safety and support of their colleagues, the tenants and the buildings, e.g. during and after a serious incident
- Always maintain confidentiality and professionalism
- Identify and engage with appropriate training opportunities for self and the wider team.
- Any other tasks deemed appropriate at the request of the CEO

#### Ripon YMCA – Person Specification

Role: Administrator		Salary (FTE 37 Hours): £21,500		
Area	No:	Criteria	Essential or Desirable	How identified
Qualifications	1	Qualified to Level 2 in English and Maths or higher	E	A
	2	Further education or professional qualifications in a related area. Finance, Business, Administration	D	A
	3	A full drivers licence with access to a car	D	A
Experience	4	Experience of working in an office and with team members	D	A
	5	Working knowledge of IT Systems using Office and Windows	E	A

	6	Computer Literate with working knowledge of Microsoft office including word and excel	D	A & I
Skills/ Knowledge	8	Excellent Verbal and written communication skills	E	A, I and E
	9	Excellent organisational and administration skills	E	A, I and E
	10	The ability to prioritise and complete tasks within a tight deadline	E	A, I and E
	11	A self-starter who is self-motivated, who can work on their own initiative and also as part of a team	E	A, I and E
	12	Impeccable attention to detail	E	A, I and E
Attitude	13	A commitment to work together support young people in difficult circumstances with a non-judgemental approach.	E	A & I
	14	A commitment to equal opportunities	E	A & I
Other	15	Ability to undertake work outside of office hours when requested	E	A & I

Key:

A = Application form

I = Interview

E = exercise at interview