

Working Hours	20 hours per week – Mon - Fri
Reports to	Business Support Lead
Line Management	None
Budget Accountability	None
Remuneration	Grade D (£27,568 - £29,247)
Place of work	Home based/Hybrid

Role Overview

As Administrative Co-ordinator you'll be a key part of our team, working across departments to ensure high-quality delivery. You'll be a good communicator, highly organised, and comfortable with liaising with our stakeholders across the VCSE (Voluntary, Community & Social Enterprise), public and private sectors.

Reporting to the Business Support Lead, you'll be the initial point-of-contact for the organisation, responding to and directing enquiries as required. You'll be able to juggle priorities to meet deadlines.

You'll be responsible for scheduling and drafting agendas and minutes for a range of external meetings and occasional events (whether in-person or online) and dealing with any ad-hoc administrative tasks. You'll help to define and implement systems that ensure that assigned actions are captured and completed.

You'll provide diary management support to SLT, assisting with the scheduling for external events.

You'll process new membership requests, ensuring the eligibility of the organisation and that all requested communications are signed-up to.

You'll assist with events, ensuring consistency of branding and adherence to organisational policies.

As Administrative Co-ordinator you will act as an ambassador for the Gloucestershire VCS Alliance, ensuring adherence to all organisational policies and procedures.

Key Responsibilities and General Duties

Administration (External)	<ul style="list-style-type: none"> Supporting in the drafting of agendas and minutes for meetings. Supporting scheduling meetings, booking venues and circulating papers, ensuring meetings run smoothly. Set up and maintain systems that support the work of external groups and committees. Undertake ad-hoc administrative tasks. Support in arranging and running events.
Administration (Internal)	<ul style="list-style-type: none"> Schedule monthly team meetings, take actions at team meetings, and support in agenda setting. Maintain annual leave registers. Collect and collate monthly timesheets. Continually monitor the info@ mailbox, responding to and passing on enquiries as appropriate. Receive and process new membership applications.

	<ul style="list-style-type: none"> • Diary management for SLT and ensure that staff annual leave is calendarised.
Events	<ul style="list-style-type: none"> • Assist with the set-up, bookings, organising and delivery of events as required. • Collate feedback.

Required Knowledge, Skills and Experience

Experience	<ul style="list-style-type: none"> • At least three years' experience in a similar role.
Essential skills	<ul style="list-style-type: none"> • Highly organised. • Able to work to deadlines. • Experience providing secretariat for meetings. • Experience of Office 365. • Excellent verbal, numerical and written skills.
Desirable skills	<ul style="list-style-type: none"> • Knowledge of the VCSE sector within Gloucestershire. • Knowledge of the public sector and Integrated Care System.

Please sign below to confirm that you have received and accepted this Job Description.

Signed:

Name:

Date: