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**Job Description**

**Job title:** Events and Office Assistant

**Salary:** NJC Scale 1 Points 1-3 £17,364-£18,065

Starting Point 1 £17,364 pro-rata £10,418

**Hours:** 21 hours per week

**Place of work:** Caerphilly

**Responsible to:** Finance and Resources Manager

**Key relationships:** DW Staff Team, DW Board of Directors, DW Members

**Contract:** Fixed Term Contract until 31st March 2021

*(potential for extension subject to funding)*

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**An outline profile of the post:**

* To assist the Finance and Resources Manager by providing efficient support of office systems. To assist the Finance and Resources Manager in providing general administrative support to DW staff and committees. To assist the DW staff team in Event Management.

**Key requirements of the role of Administrator (Events & Office):**

* Provide accurate and timely general administrative support
* Provide accurate and timely event management administrative support
* Effectively manage information, data and systems
* Maintain good working relationships and provide quality administrative services
* Ensure that data and systems are managed effectively
* General duties

**Job Responsibilities:**

**Provide accurate and timely general administrative and event management support**

* Provide comprehensive administrative support to all staff
* Provide comprehensive event management administration for DW events
* Ensure administrative procedures are in place and operate to current standards in relation to policies and procedures
* Ensure the contracting procedures for the provision of external services are completed to the required standards
* Ensure the administration procedures for the provision of external services are completed to the required standards
* Provide advice and guidance on administrative procedures for staff in relation to database standards and data management
* Assist and support colleagues in the updating of databases
* Coordinate office stationery needs
* Work with DW staff to achieve overall administrative efficiency in organising and supporting events operating to the current policies and procedures

**Effectively manage information, data and systems**

* Use a variety of software packages to carry out work involving word processing, spreadsheets, databases and event management systems *(Event-brite)*
* Maintain a variety of databases (internal and/or external)
* Assist in the development of databases and implement procedures to ensure that Charity Log is updated and authentic
* Proactive in the collating of Evaluation and Equality Forms and producing final reports

**General Duties**

* Maintain administrative systems including telephone answering and message taking, reception, diary management, photocopying and general emails
* To make arrangements as required regarding communication support e.g. British Sign Language Interpretation and Palantypist
* Book all travel and accommodation requirements
* Processing all expenses in relation to travel claims
* Uploading administrative content onto website
* To undertake any other duties as required which are in keeping with the aims of this post