**BRISTOL & DISTRICT TRANQUILLISER PROJECT**

**JOB TITLE: ADMINISTRATOR 12hrs pw Mon - Wed 10am-2pm £9ph**

**JOB DESCRIPTION**

1. **Job Purpose**

To be responsible for providing support to the Manager and Senior Project Worker.

1. **Duties and Responsibilities**
2. To provide administrative support to the Manager and Senior Project worker in the form of typing letters, reports, minutes, etc.
3. From time to time provide admin support to the other part-time Project workers as required.
4. To act as receptionist for clients and visiting professionals.
5. To enter information regarding clients and Project activities on the computer and to retrieve such information when necessary in order to produce reports, statistics and general information as required.
6. To be responsible for the membership scheme and to keep records of any members and donations to the Project.
7. To carry out general office duties, to maintain adequate stocks of stationery and office supplies, photocopying, monitoring e-mails, answering the telephone and other routine tasks.
8. To oversee mailings to other Organisations/Health Care Professionals regarding the work of the Bristol Tranquilliser Project.
9. To be responsible for organising the Annual General Meeting, to include liaising with the speaker, arranging the venue and catering, and sending out invitations and taking minutes.
10. To follow the organisations equal opportunities and confidentiality policies in all activities.
11. The post holder is required to work under the supervision of the Manager and in their absence the Senior Project worker and to use initiative, to exercise judgement when necessary and to be flexible in working as part of a small team.
12. **Qualifications and Experience**

Minimum 3 GCSE’s. At least 3 years relevant office experience including administrative work. To be able to touch type and take minutes. To be proficient in Word, Excel and Outlook.

The post holder will need to be DBS checked. The post is offered on a yearly renewable contract after three month probationary period. Working days are Monday to Wednesday.

20 days Annual Leave pro-rata plus bank holidays.