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**Role Description**

**Title of Post:** Office Administrator

**Responsible to:** BCoS Manager

**Responsible for**: Oversight of office volunteers

**Purpose:** To work alongside the Manager, assisting with tasks in the office to deliver activities and programme of the charity.

**Hours:** 14 hours (pro rata 35 hours)

**Salary and scale:** pt 13. (£22021 pro rata full time 35 hours)

**Based at:** BCoS, The Assisi Centre, Lawford’s Gate, Bristol, BS5 0RE

**DESCRIPTION:**

BCoS is seeking to appoint a gifted & experienced administrator for this key role within a developing charity team.

The successful candidate will be an enthusiastic and a highly organised administrator with excellent interpersonal and communication skills. They will possess a creative mind and the ability to think innovatively to solve problems and operate at a fast pace whilst ensuring accuracy. This will be demonstrated by the ability to take initiative and work independently. A capability to manage changing priorities and work to tight deadlines is also desired.

This varied role will be pivotal to the support of a core team and the successful candidate must be able to deal competently and professionally with all administration requirements:

**MAIN DUTIES & RESPONSIBILITIES:**

* To support and underpin the staff team through the maintenance, upkeep and development of current administrative systems, processes and procedures.
* Supporting charity activities & events, primarily by ensuring that the necessary paperwork & logistics are in place to facilitate their success
* To run basic charity accounting and bookkeeping tasks in line with systems in place (GnuCash)
* Overseeing and co-ordinating the website, other online communication, social media & the maintenance of key operational databases
* Implementing the Charity Safeguarding policy and ensuring all volunteers are processed according to this
* To coordinate site bookings and calendared events
* To manage all office functions and the charity’s interface with the public
* Draft and send out BCoS’s monthly newsletters and other publicity materials;
* Maintaining & monitoring organisation & communication with volunteers
* Work within BCoS aims, objectives and policies
* Carry out additional duties in consultation as are consistent with the responsibilities of the post

**KEY SKILLS, KNOWLEDGE AND EXPERIENCE:**

1. Commitment to ethos and values of Bristol City of Sanctuary
2. A passion to see lives transformed
3. Well-developed communication skills, high standards of written English and a good level of numeracy are all essential.
4. Substantial administration experience within an office environment including calendar management and scheduling
5. Full proficiency in all aspects of Microsoft Office
6. Experience editing & updating internal databases & website
7. Basic finance and bookkeeping ability
8. Ability to coordinate and manage event logistics
9. Good organisation skills with attention to detail
10. Self-motivated and able to work under pressure and to meet deadlines
11. Discretion, reliability and trustworthiness

**Desirable:**

1. The ability to nurture and develop a volunteer team
2. Experience of the asylum process or working with asylum seekers and refugees
3. Education to degree–level or equivalent

**APPLICATION DETAILS and CLOSING DATE**

Please apply by completing the application and submit to Bristol City of Sanctuary by **9am on 29th November 2019**

To discuss this job further, contact Forward Maisokwadzo on 07982136368 or forward@cityofsanctuary.org