



Registered charity number 1155419  
Registered Address: Pear Tree Centre, Bungay Road, Halesworth, Suffolk, IP19 8SG

## Job Description

<b>Job Title</b>	Administrative Assistant
<b>Reporting to</b>	Centre and Operations Manager
<b>Accountable to</b>	Chair of Trustees
<b>Direct Reports</b>	Volunteers
<b>Indirect Reports</b>	None
<b>Working hours</b>	Part-time – 3 days per week (21 hours) with a requirement to work Fridays
<b>Salary</b>	£12,876 (based on £21,460 full-time equivalent)
<b>Base</b>	The Pear Tree Centre, Bungay Road, Halesworth, Suffolk, IP19 8SG
<b>Contract</b>	Permanent

### Main Purpose of the Role

To provide overall administrative support to the Centre and Operations Manager, Centre Staff and Volunteers and generally assist with the smooth running of the Pear Tree Centre to ensure that it is a calm and welcoming environment for our visitors.

### Key responsibilities and duties

1. To welcome visitors and direct them to appropriate support.
2. To sort any post and deal with incoming emails and phone calls
3. To order office stationery supplies and supplies of information leaflets as necessary.
4. To ensure that supplies of refreshments are available and fresh, and that storage is in line with health and safety standards.
5. To assist the Centre Manager in maintaining a high standard of comfort and cleanliness in the Centre.
6. To set up and maintain a filing system, on line and for papers, in collaboration with other paid staff.

7. To assist with the management of the volunteer rota as required
8. To manage the Centre bookings by other services/therapists/activities for the Centre Manager.
9. To set up meetings and make any travel arrangements when required to do so by the Centre Manager.
10. To set up (where possible) and manage the IT systems, taking care to apply GDPR principles. Carry out DBS checks as required.
11. To aggregate and report on footfall and other activities as instructed by the Centre Manager.
12. To manage and record any cash coming into the Centre.
13. To manage the petty cash on behalf of the Centre Manager.
14. To ensure that invoices are correctly coded and authorised by the Centre Manager.
15. To assist with any social functions and fund raising as necessary.
16. To assist with training volunteers when required.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	Able to use Microsoft Word, Excel, data capture programmes	Knowledge of other IT programmes, e.g. Powerpoint
	Good written and verbal communication skills	
	Able to work flexibly around the Job Description as needed	
	High standard of integrity and care of the working environment	
	Able to manage a petty cash system	
<b>Knowledge</b>	IT literate, familiar with basic systems	Ability to develop IT programmes Able to input data and generate reports as required
	Good standard of general education	
	Understanding of the Pear Tree Fund and its mission	
	Some knowledge of health and social care services	Local knowledge
<b>Attributes</b>	Good interpersonal skills/open-minded	Personable
	Can do approach	
	Flexibility	
	Committed to working well with all members of staff and volunteers	
<b>Other</b>	Agreeable to having a DBS check	
	Prepared to undergo training as required to by the Centre Manager	