

Job Description – SNAPS Administrator

Reporting to: Chief Executive

Place of Work: Home with occasional meetings across Leeds

Salary: £9.20 per hour

Hours: 5 hours a week. Flexible Times

Benefits:

- 25 days plus 8 bank holidays per year pro rata

Ideally must have access to own computer to use as part of the role

Job Purpose

- To support the day-to-day running of SNAPS with administrative support in all areas

Main Duties and Responsibilities

- To undertake administrative tasks, ensuring the rest of the staff has adequate support to work efficiently.
- To manage initial general enquiries to SNAPS
- To research and manage external providers
- To research and plan SNAPS holiday activities
- Manage the ticket booking system for holiday activities
- To plan and deliver the SNAPS SuperKids Awards
- To manage SNAPS databases
- To manage the administration side of recruitment of staff
- To produce documents as requested by the SNAPS team
- To send communications to the SNAPS team and wider audiences as requested by the team
- To manage information held by SNAPS

General responsibilities

- To attend and contribute to SNAPS Board and Staff meetings and other meetings as required.
- To attend and contribute to management, performance review and staff training, and any other training identified as appropriate for the role.
- To ensure that all responsibilities and activities within this post are consistent with the terms and spirit of SNAPS's operational and employment policies and procedures, and other statutory policies.
- To adhere to the principles of General Data Protection Regulation and ensure there is an appropriate level of confidentiality and security of SNAPS's work.
- To occasionally work unsociable hours, e.g. attending evening or weekend meetings.
- The nature of the post will require flexibility in undertaking the role and will require the post holder to undertake other duties that are compatible with the nature and grade of this post.

Requirements

- Outstanding written and verbal communication skills.
- Excellent organisational skills.
- Ability to use Word, Excel and email effectively
- Experience of managing projects from start to end is advantageous.
- Must be able to multitask and work well under pressure.
- Good team player.