**Job Description**

**Job Title:**  Administration Officer (Part time 20 hours)

**Reports to:** Manager & Deputy Manager, the BOAZ Project

**Job Purpose:** Organise and efficiently run the Boaz Project office

**Hours**: 20 per week, 10:00 to 14:00 daily

**Salary:** Circa £12k per annum

**Holidays:** 20 per annum plus statutory

**Pension:** Nest

**Location:** BOAZ Project, Hill Farm, Sutton Scotney, SO21 3NT

**BOAZ PROJECT AIMS**

To provide an excellent horticultural facility with related work opportunities at which adults with learning disabilities may come together to be valued and productive. Its purpose is to give dignity and confidence in a happy, safe, and supportive environment enabling greater independence, social inclusion and employability. The Project's Christian ethos seeks to address the whole person, body, mind, and spirit, aiming to release and realise each person’s full human potential to the glory of God.\*

**Key Accountabilities:**

* General office management - monitor and maintain office/project supplies at agreed levels.
* Handle all incoming and outgoing mail including courier services.
* Arrange visits and trial sessions for potential members and volunteers.
* Develop and manage a comprehensive service user (member) database in Google Sheets & Google Drive
* Manage requests for talks and fundraising events from external sources.
* Assist as required in BOAZ events.

**Desired Competencies:**

**Call handling** – answer incoming calls, take messages, and redirect as required.

 **Diary management** – book events and rooms as required.

**Website updates** – WordPress plus various plug ins

 **Mailing list maintenance** – Mailchimp

 **Staff communication** – Slack, Email and WhatsApp

 **Member activity recording** – Sekoia and Microsoft Excel for reporting

**Document Storage & file management** – Physical files, Google Drive & Dropbox

**Event organisation** – Internal and external events, booking venues, liaising with suppliers, managing responses, liaising with Boaz bookkeeper, setting up and running clear systems that are visible to key staff.

**Person Specification:**

* + Detail focused.
	+ Flexible and open to change
	+ Office administration experience in the use of Microsoft Office essential.
	+ Possess demonstrative skills to learn new IT packages.
	+ Educated to GCSE level in Maths and English and one “A Level” or equivalent as a minimum.
	+ Excellent verbal and written communication skills.
	+ Ability to work independently in a busy and fluid environment.
	+ Good sense of humour!
	+ *\*Although the Project has a Christian ethos it is NOT a genuine occupational requirement of this role that the applicant be a practicing Christian, only that the individual be sympathetic to the ethos and values.*

**Essential Requirements**

Competent across a range of digital platforms

Experience in the use of Microsoft Office

Possess demonstrative skills to learn new IT packages.

Educated to GCSE level in Maths and English and one “A Level” or equivalent

Excellent verbal and written communication skills.

Ability to work independently in a busy and fluid environment.

**Desirable Requirements**

Previous experience in the Charity sector

Knowledge of different approaches to fundraising

Full Driving Licence

This Job Description is not intended to be exhaustive but a guide to the main

areas of responsibility. Any substantial changes will be discussed fully with the jobholder.

**TO APPLY: 1st, call 01962 761749 and ask Emily or Stuart for a pre-visit, then 2nd after visiting email your application to: hr@boazproject.co.uk**