Friends of **Fairford** and **Lechlade** Communities
(Reg. Charity No: 1180059)

Job Description

Job Title: Administrator
Reports to: Friends of Fairford and Lechlade Communities Trustees Board through the Chair and General Manager, or another nominated individual
Location: Home working
Salary: £13.07 per hour, an expected £3,397.54 per annum

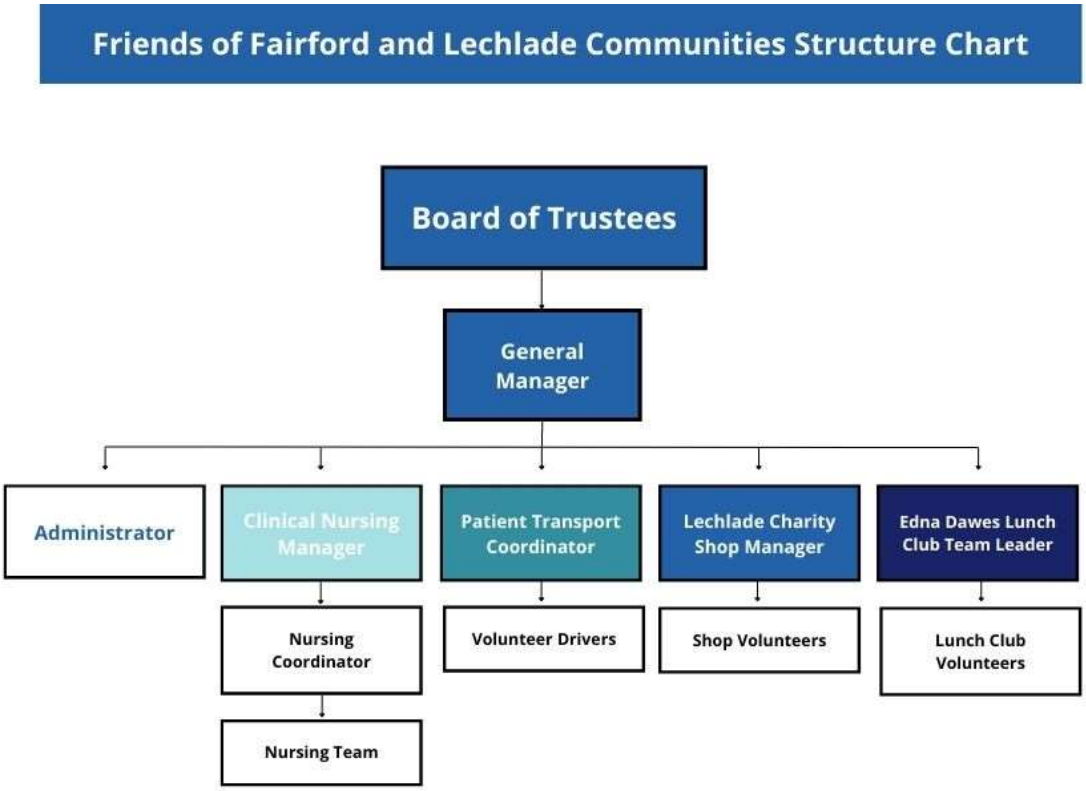
Job Overview: To provide effective and efficient administration to the Trustees Board, General Manager and relevant sub-committees

Direct Reports: Refer to Structure Chart

Responsibilities and Duties

- Provide administrative support to the Trustees Board and General Manager
- Prepare the agenda and any relevant papers for Trustees Committee meetings
- Circulate minutes for the Trustees Committee meetings
- Attend Trustees Committee and relevant Sub Committee meetings when necessary
- Maintain accurate and comprehensive contact lists for the Trustees Board and ensure they remain up to date
- Undertake written and telephone communication requests as required to redirect correctly and resolve any queries where possible
- Distribute thank you letters, press releases and newsletters when required
- Support the co-ordination of the House-to-House event, Annual Raffle and Annual Volunteer Thank You event
- Assist in the coordination of events, circulate information and promotional material as required including, but not limited to, posters and social media posts
- Maintain an updated list of volunteers and contacts for the organisation
- Ensure our presence of services and events are circulated regularly and widely on social media
- Maintain and update the Charities website

Structure Chart



- There will be a probationary period of six months, with a three-month interim review.
- The hours for the role will be reviewed on a regular basis, typically annually, to ensure they meet the needs of the role, the Charity and its budget.

You may be asked to undertake other duties as may be reasonably requested from time to time by the Trustees and General Manager. This role specification may be varied in consultation with the employee to reflect evolving needs of the organisation. There will be a requirement to work the occasional evening and weekend in order to fulfil this role, for example, Trustees meetings and fundraising events.