



CCS

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CCS - Community Council for Somerset

Administration Officer

Job Description & Person Specification



Administration Officer

Salary	£22,285 per annum
Hours	35 hours per week
Location	Office based at Viney Court, Taunton with flexibility to work from home on occasion.
Contract Length	Initial 1 year contract. Possible extension subject to funding
Holiday	25 days per year plus bank holidays
Reports to	Office Manager

Job Role

To support the CCS Board of Trustees and Smart Communities Directors, arranging and administering meetings as required.

To support other members of the Core Finance and Administration and HR teams in delivering support to the whole organisation, including grant administration, directing employees to IT support and processing expenses.

Key Tasks

General administration support:

- Provide general administrative support for the Senior Management Team.
- Arrange and minute employee meetings, Board meetings (for the charity and its trading subsidiary) and Senior Management Team meetings; and onboarding employees where required.
- Assist in managing the organisation's day to day operations and its resources in accordance with CCS policies and procedures, ensuring compliance with legal requirements and good practice in all aspects of the Charity's work.
- Assist with overall office management including IT issues, purchasing laptops and mobile phones.
- Assist with dealing with incoming post, phone calls and emails.

Key Tasks (cont.)

- Assisting with the processing and administration of grants to clients, including Surviving Winter and Somerset Rural Crisis Funds where required.

General

- To take responsibility for own time management and administration.
- To attend training sessions that are relevant to your role as approved by your line manager.
- To complete weekly timesheets.
- To attend regular employee/team meetings.
- To undergo an annual appraisal and regular supervisory sessions.
- To ensure that the Mission, vision, aims and objectives of the organisation as a whole are upheld.

Personal Skills

	Essential	Desirable
Education, Qualifications & Training	<ul style="list-style-type: none">• 5 GCSE's or equivalent, to include English and Maths (A*-C grade)• Evidence of CPD• Willingness to undergo additional training	<ul style="list-style-type: none">• Administrative or PA qualification
Knowledge, experience and skills	<ul style="list-style-type: none">• Excellent skills in standard Microsoft packages including O365, Excel, Word, Sharepoint, Teams, Zoom and OneDrive.• High quality verbal and written communication skills required to present information in a clear and accessible way.• Experience of supporting Boards of Directors/Trustees, taking and writing minutes and summarising discussions.• Previous experience in an administrative support or PA role.• Experience in arranging events, conferences and meetings.• Appropriate level of data protection, security awareness and confidentiality awareness.	<ul style="list-style-type: none">• Fluent in Microsoft packages such as Forms, Lists, etc.• Experience of grant administration.• Experience of rural issues.• Experience within the third sector.

Personal Skills

Key Competencies

- Ability to work as part of a multidisciplinary team and establish good working relationships at all levels.
- Ability to work and act on own initiative, and to work flexibly.
- Ability to demonstrate excellent communication skills both orally and written
- Ability to develop effective administration and support systems
- Ability to complete tasks and projects on time and to a high standard, demonstrating a can-do attitude.
- Ability to work to tight deadlines and under pressure.
- Ability to prioritise and manage own workload in addition to that of the managers being supported.
- Is courteous and effective when dealing with people, exchanges information in a tactful and diplomatic manner, able to communicate effectively at all levels.
- Regularly demonstrates a positive attitude and is customer focused ensuring that the needs of our customers are maintained and managed appropriately
- Ability to promote a positive image of the organisation

Personal Qualities

- Use of initiative/self-motivated
- Lateral thinker, who can provide creative solutions
- Thorough, with attention to detail
- Positive outlook
- Problem solver, pragmatic and resilient
- Flexible and adaptable
- Willingness to participate in training and acquire new skills
- Work in a team and network with partners
- Effectively manage your own workload and identify priorities

Other

- Access to a reliable broadband connection
- Full current driving licence
- Access to a reliable car insured for business purposes



CCS Disability Confident Certificate

For further information:

Email:

recruitment@somersetccc.org.uk

Call us

01823 331 222

Visit our websites

For information about our projects

Community Council for Somerset

www.ccslovesomerset.org

Somerset Carers - a resource for Unpaid Carers

www.somersetcarers.org

Village & Community Agent dedicated website

www.somersetagents.org



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