



Job Title: Office Administrator

Reports to: Project Manager and Treasurer

Hours of work: Part time - 12hrs per week (over three/four days to be discussed with successful candidate)

Salary: £18,000FTE (pro rata equivalent to hours) plus employer's pension contributions of 10%. Fuel and other sundry expenses are reimbursed by LiNX.

Closing Date: 12th November 2021

Earliest Start Date: w/c 10th January 2022

Main purpose of job

Reporting to the Project Manager, the post-holder will effectively facilitate LiNX's administrative workload, especially that which is based at the offices. This will include general support for the School Workers, enhancing current administrative procedures and policies. They will also report to the LiNX Treasurer, being responsible for basic financial processes. This role would ideally suit a dynamic and enthusiastic person that believes in the vision of LiNX and has a heart to serve the ministry to support and reach young people with the love of Jesus Christ.

Specific responsibilities

Organisational Administration

- Develop effective administration systems for an efficient working office space
 - Office supplies
 - Various monthly/annual statutory safety checks
- Provide admin support for the LiNX Schools Workers
- Produce monthly admin reports for the Project Manager and Trustees
- Process DBS applications for staff, volunteers and trustees

Communication

Internal

- Assisting with general event planning including bookings, invoices, payments etc.
- Take minutes at team meetings when required

External

- Answering phone and door, and responding to general emails and voicemail
- Communicate with outside agencies when required, including church leaders, supporters, ministry partners, local authority, landlord, utility companies and office & stationary suppliers
- Sending out appropriate comms to supporters e.g. thank you letters, invitations to prayer breakfasts, and general responses to enquiries (any complaints/problems would be referred to the Project Manager)
- Support LiNX staff for effective delivery of publicity, programmes, newsletters, leaflets, and tickets for events, as requested

Finance

- Manage and keep records for petty cash, managing a basic cash float at the office
- Pay in cash/cheque donations delivered to the office
- Support funding application processes with follow up letters etc
- Keep records of finances for youth work activities using Excel
- Work with treasurer to:
 - Produce and process invoices, payments and bills
 - Maintain Gift Aid records
 - Make Gift Aid claims
 - Prepare end of year papers for accountant

Team Involvement

- Active participation in the prayer life of LiNX
- Participation in weekly team meetings
- Attendance at relevant team training and retreats
- Some involvement at youthwork events where support is needed

In addition to these specific duties and tasks there may be other duties commensurate with the role of Administrator as advised by the Project Manager.

