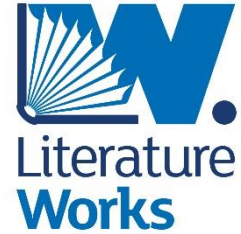


## Literature Works

### Part time Administrator May 2018



Literature Works is a charity dedicated to nurturing talent and widening participation in creative writing and reading throughout the South West of England.

We are looking for a dynamic part time administrator (20 hours per week) to join our small team in our Plymouth Office.

Annual salary £9,360

Annual leave entitlement pro rata of 25 days, plus statutory holidays

**Closing date for applications: Friday 25<sup>th</sup> May**

**Interviews in Plymouth on Wednesday 6<sup>th</sup> June**

### How to apply

If you are an administrator / office manager with an interest in literature and the arts you can apply by sending us the following:

- A covering letter of no more than two sides A4, addressing the person specification and job description to tell us why you are suitable for the post.
- A copy of your CV, explaining any gaps in employment history and giving contact details for two professional referees that we may contact prior to making a job offer.

Applications should be emailed to [info@literatureworks.org.uk](mailto:info@literatureworks.org.uk)

Please take time to read the person specification and job description below -

### Part time Administrator job description – May 2018

#### Overview

This is a part time role, providing administrative support and office management functions for a small team. The Administrator is responsible for the smooth running of the Literature Works office, ensuring that filing, systems, communications and financial administration are efficiently run and serving the needs of the charity. The role supports colleagues and volunteers to ensure excellent **communication, coordination and record keeping** throughout the organisation and partner networks.

#### Reports to

The Administrator reports to and has regular supervision with the CEO of Literature Works. In the absence of the CEO, supervision and guidance is provided by the Literature Development Officer.

#### Place of work

This part-time role, 20 hours per week, is based at the Literature Works office at Plymouth University.

#### Person specification

The essential and desirable attributes/experience for the position are as follows:

Attributes	Essential / Desirable
Excellent written and verbal communication skills	Essential
A pleasant, personable manner and excellent interpersonal skills	Essential
A flexible, mature approach to work; able to observe confidentiality at all times	Essential
Excellent attention to detail	Essential
Numerate, with previous experience of financial administration	Essential
Organised and systematic	Essential
Familiar with the Office 365 suite of software programmes	Essential
Interested in literature, books, reading and creative writing	Desirable
Prior experience of working within a small, busy team	Desirable
Ability to work with formulas and the formatting of Excel spreadsheets	Desirable
Previous experience as a PA or Office Manager	Desirable
Prior experience of digital image manipulation and basic website maintenance	Desirable

#### Key responsibilities

- Responding to incoming phone calls and emails promptly and efficiently, forwarding or deal with enquiries as appropriate.
- Supporting the CEO with filing and other general administration duties such as diary management, meeting support, scanning, photocopying and preparing papers.
- Ensuring swift despatch of outgoing post, including occasional large-scale mailings. Distributing incoming post. Opening and responding to general post.

- Working closely with the external bookkeeping and accounting service to support financial administration: processing invoices, scanning and uploading to the Docsafe system, subsequent filing, administration of expenses claims, maintaining filing of bank and other financial papers.
- Organising and convening quarterly Trustee meetings and other meetings as required: diary coordination, reminders and apologies, distributing papers, room booking, refreshments etc.
- Overall responsibility for data inputting, maintaining Literature Works database and other data needs.
- Managing and maintaining Literature Works' Just Giving account, including some copy writing and image manipulation.
- Managing the day to day administration of Literature Works' Fasthosts account and domain registration details and requirements.
- Managing the day to day administration of Literature Works' Office 365 accounts
- Managing the day to day administration of Literature Works' relationship with Plymouth University, e.g. phones and computer accounts, room bookings, post, etc.
- Acting at all times in accordance with Literature Works policies and procedures, taking reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.
- Undertaking any other duties assigned by the CEO which might reasonably be deemed to be within the status of the job and appropriate to the post.