

Open Doors Training and Development Trust – Charity Number: 1146725

Administrative Support

Job Description

Hours: At least 21 hour per week

Purpose: To provide administrative support in enhancing the effective running of the activities of Open Doors Training and Development Trust. The charity's activities involve, skills training, health awareness education programme for different cultural communities, it provides information, advice and guidance to the unemployed and those in need of our services for example youths, refugees, who may be isolated, going through life changes, vulnerable elderly particularly from Minority Ethnic communities or hard-to-reach individuals who may be at risk of barriers to employment or social interaction. Most of the Trust's activities are funded and will require administrative experience to meet the information of the projects they are supporting.

Key functions:

- Ensure that proper records of activities are kept
- Tracking of participants attendance register
- Work with the Tutors/delivery partners that project information are monitored and maintained in accordance with the organisation's policy
- Keep regular diary of events and feed the committee members regularly
- Getting more people on the organisation's events/activities by developing campaign flyers to reach wider audience, the use of social media, facebook, WhatsApp, twitter, video and local radio as and when necessary
- Organise an Open Day for participants enrolled for activities by ensuring Enrolment Forms are duly completed before the commencement of programmes
- Assist project staff that information requested by stakeholders-funders are promptly addressed
- Provide the Admin needed to complete end of project report
- Updating the organisation's Emails, website and social media network from time to time
- Supervise the activities of volunteers as important members of the workforce

Others and not exclusive:

- The work is flexible but will require at least 21 hours a week
- Ensure service users comply with government guidelines on COVID-19 by ensuring that sanitisers, face masks, cleaning of surfaces and other health & Safety guidelines are maintained
- Have the experience of working with different cultural and vulnerable groups is essential

Location: The postholder will be working virtually online and may be expected to work from the office base should the COVID-19 restriction lifted.

Responsible to: Project Co-ordinator

Rate & Payment:

- £12.00 per hour. Payment by cheque or Bank transfer at the end of each month. You may need to complete a Time Sheet with an invoice at the end of each month of claim.

Policy:

- The post holder should be aware of Equal Opportunities - Vulnerable Adult Policy of the organisation (a copy will be made available to staff and volunteers working for the Trust)
- All staff are required to respect the confidentiality of all matters that they might learn or come across in the course of their employment
- All staff must respect the requirements set out in the Data Protection Act 1998
- Staff must ensure that they are aware of their responsibilities under the Health & Safety at Work Act 1974.