ICPO London, PO Box 81835, London, SE18 9TY
Tel: 0204 511 7070 Email: info@icpolondon.org
Website: icpolondon.org
Supporting Irish People in Prison and their Families
Registered charity number 1216571

ICPO London, CIO
Supporting Irish People in Prison and their Families
Registered Charity Number: 1216571

Job Title: Administrator
Job Type: Part time (21 hours per week)
Contract: Permanent, subject to continuation of funding
Location: Office based in South East London**.** Hybrid / flexible working arrangements may apply
Reporting to: ICPO London Operations Manager

Terms of Employment

- This is a part time position (21 hours per week), days to be considered in line with the organisation's needs
- The successful candidate will be employed on a permanent basis, subject to funding, which will include a 5-month probationary period
- Salary will be commensurate with experience

Job Purpose

Reporting to the ICPO London Operations Manager, the primary role of the ICPO London Administrator is to support the work of ICPO London.

Key Responsibilities

- Day to day running of the office, respond to calls, emails, and routine letters; direct inquiries to the appropriate person
- Manage office resources, stationary orders, information materials, photocopying and printing
- Maintain and update the ICPO database, ensuring accurate data entry, record management, and reporting
- Support the Operations Manager in planning and organising Board meetings, including preparing documents
- Attend Board meetings as recording secretary, take minutes, and prepare draft minutes for review and circulation
- Arrange, coordinate, and schedule meetings and events; prepare meeting documents as required
- Prepare, draft and design reports, PowerPoint presentations and information resources
- Assist the ICPO London Operations Manager with the submission of funding applications
- Collate, print and post information to ICPO clients
- General bookkeeping tasks such as processing invoices and bank reconciliations

- Filing and maintaining financial records
- Assist with year-end audits
- Booking travel and accommodation
- Engage in organisational strategic planning
- Supporting the implementation of social media strategies on platforms such as Facebook and X (formerly Twitter) and with updating the ICPO website as required
- Maintain accurate, timely, and confidential case records in line with GDPR and organisational policies
- Work in accordance with ICPO London's policies on safeguarding, confidentiality, equality, and health & safety.
- Participate in supervision, training, and team meetings to support continuous professional development
- Undertake other duties as reasonably required to meet organisational needs
- The role will require a DBS check
- Right to work in the UK
- Have a commitment to social justice and equality

Personal Specification
Essential Criteria

- Good standard of general education, including GCSEs (or equivalent) in English and Maths
- Experience in an administrative, finance, or office management role
- Experience managing diaries, arranging meetings and events, preparing agendas and papers, and taking accurate minutes
- Experience handling telephone, email, and written correspondence professionally
- Experience maintaining accurate records, filing systems, and confidential information in line with data protection requirements
- Experience of financial administration, including processing invoices, bookkeeping, and bank reconciliations
- Excellent organisational skills, with the ability to manage competing priorities and meet deadlines
- Strong written and verbal communication skills, with the ability to build positive working relationships with colleagues, volunteers, trustees, clients, and external stakeholders
- Strong IT skills, including proficiency in Microsoft Office applications, particularly Word, Excel, Outlook, and PowerPoint
- Ability to work independently, use initiative, adapt to changing priorities, and contribute effectively as part of a small team
- Commitment to the values and aims of ICPO London

Desirable Criteria

- Qualification in business administration, bookkeeping, finance, or a related discipline
- Experience working within the charity or voluntary sector
- Experience using Salesforce or other CRM systems
- Experience managing websites, social media platforms, and digital communications
- Experience supporting audit processes and financial reporting
- Understanding of charity governance, trustee responsibilities, fundraising, and grant application processes