

ADMINISTRATOR JOB PACK

Location: home-based, able to travel for events with potential overnights away for 10 to 20 days per year.

Hours of work: 37.5 hours per week

Contract type: Permanent

Salary: £25,000 to £26,500 dependent on experience, generous contributory pension, 25 days annual leave plus statutory holidays.

Reporting to: General Manager

Association of Sail Training Organisations (UK Sail Training)

We're looking for an experienced administrator who is an excellent organiser to join our small team. ASTO is the national charity that supports and promotes the work of UK Sail Training Charities, enabling them to work effectively with and deliver personal development to young people and people with additional needs. We provide a range of support to over 30 member organisations.

Further information about the organisation is available on our website www.uksailtraining.org.

Purpose of the post

The Administrator plays a central role in the smooth running of the charity, working alongside the General Manager, providing comprehensive administrative support for the distribution of grants, a programme of events, annual membership processes and member services.

Key Responsibilities

Maintaining and monitoring mainly digital and some physical administrative records and files ensuring they are up to date and easily accessible.

Administering access to and tracking of online processes (e.g. online training and DBS checks) and liaising with providers. Training on DBS processes can be provided.

Coordinating logistics for events including venue bookings, liaising with suppliers and managing invitations and responses.

Providing accurate information to the Bookkeeper to enable timely financial processing.

Posting job adverts for member organisations and making updates to our website.

Responding to phone and email queries and providing timely, accurate information and signposting elsewhere as necessary.

Booking team travel and accommodation for events.

Ensuring compliance with relevant legal and regulatory requirements, maintaining accurate records and documentation.

Providing administrative support for annual and one-off projects.

These are the normal duties required from the position. However, as we're a small charity, all staff need to be flexible and will be required from time to time to perform other duties required for the efficient running of the charity.

About You:

Knowledge / Experience:

Relevant experience in administration, business management or a related field and able to adapt that to a small organisation.

Demonstrated ability to handle multiple tasks, anticipate and prioritise deadlines and manage time effectively.

Proficiency in using Microsoft packages for creating and editing documents, presentations and spreadsheets.

Skills:

Excellent organisational and time management skills.

Strong attention to detail and accuracy in all aspects of your work.

A confident communicator with effective interpersonal skills, you'll have the ability to interact with members and stakeholders at all levels.

Numerate and able to write concise, clear emails and documents.

Approach to work:

Able to work independently, showing initiative and taking responsibility for tasks.

Adaptable and flexible.

Some knowledge of Sail Training, the RYA Scheme or vessel coding would be an advantage but is not essential.

Important information

Homeworking:

You will need to have the space at home for an office area and reliable broadband. We will provide the office equipment, including IT.

You will need to undergo a basic DBS check if you're selected. You need to be based in the UK and have the right to work in the UK.

Timeline:

Applications close: 08.00 Tuesday 2nd April 2024

First Interviews online via Teams: Tuesday 8th and Wednesday 9th April

Second Interviews online via Teams: w/c 15th April

To Apply:

Please submit

- Your CV - please aim for 2 sides of A4
- A covering letter of around 400 words outlining
 - Why you want this role.
 - The key skills and experience that will allow you to deliver and thrive in the role.
 - Any experience you have of working from home.

ASTO does not discriminate on the basis of gender, sexual orientation, marital or civil partnership status, any gender reassignment, race, religion or belief, disability, age or pregnancy.

We would encourage applications from those who consider themselves underrepresented in sailing and outdoor and adventurous education.

If you are invited to interview, please let us know of any adjustments you might need.