



## **Oxfordshire Community and Voluntary Action**

### **OCVA Administrator**

**Hours:** 30 hours per week

**Reports to:** CEO

**Place of work:** Hybrid - working from home with weekly visits to the Oxford office

**Salary:** FTE £25,000pa (Pro rata £20,270)

#### **About OCVA**

OCVA offers tools, connections, support, and know-how to help people, groups and organisations to develop things that matter and make a difference every day in our communities.

We also invest in building relationships with all levels of local government and work with other local, regional and national system leaders and partners to enable the voluntary sector to contribute to the best outcomes for people living in Oxfordshire.

We achieve this through:

- Information and advice on every aspect of setting up and successfully running a community group, charity or other non-profit.
- A regular schedule of training and webinars.
- A membership programme which provides access to training discounts, special benefits and the strength of a collective voice.
- Supporting volunteering in Oxfordshire through opportunity matching, networks, training and best practice.
- Developing ways to connect with, learn from and build new opportunities with other individuals and organisations from across the county.
- A commitment to making sure that the diverse voices of the voluntary and community sector are represented and heard.
- A passion for tackling the systemic causes and impacts of inequality so that, together we can build a community where everyone can contribute and thrive.



### **About the role:**

OCVA is seeking an organised and proactive Administrator to ensure the smooth running of our office and support our team. As our Administrator, you'll often be the first point of contact, managing our main phone line, handling the admin inbox, and processing incoming post. You'll look after the administration relating to our building, keeping on top of our facilities compliance, and provide support to the CEO and Board of Trustees, including scheduling meetings and taking concise and accurate minutes. We provide a regular programme of online and in-person training which you will work with the team to schedule, overseeing registrations and payments and ensuring everything runs smoothly on the day.

As a small charity with a wide-ranging brief, we value working as a team. This role will be fully integrated, ensuring that you understand our work and ethos and can play a full role in the organisation.

### **What we're looking for:**

We are looking for someone who is organised, enthusiastic and quick to learn. You will enjoy working with all sorts of people, have great communication skills and be diplomatic, with an ability to take the initiative when opportunities arise. You will be confident with Microsoft Office and willing to learn how to use other programmes such as CIVI (our online database), Xero (for raising invoices), Microsoft Teams and Zoom (for online meetings).

### **Key responsibilities:**

- Serve as the first point of contact for enquiries, including answering calls, monitoring the admin inbox, opening and scanning post.
- Visit the Oxford office a minimum of once per week to scan post, ensure compliance on facilities and support colleagues as required.
- Keep central records up to date on key information related to IT, general staff information and utility contacts.
- Support the smooth running of the office by managing the administration relating to our facilities, including health and safety checks, meter readings, fire safety and building maintenance.
- Be the administration link with partners at Makespace for facilities matters relating to shared workspace 'The Source'.
- Support the OCVA Training Programme, working with the team to schedule training, and managing registrations and payments.

- Work with the CEO and Chair of Trustees to schedule Board meetings, circulate paperwork and minute Board and sub-committee meetings.
- Schedule and record key actions from weekly whole team meeting
- Support the CEO in gathering data for reports.

### **General responsibilities**

- Behave in accordance with OCVA policies and values.
- Ensure work is completed on time and to a good standard.
- Liaise with key stakeholders and ensure they are kept informed of progress.
- Prepare clear, concise and accurate reports.
- Comply with OCVA's monitoring and recording requirements.
- Work co-operatively with other members of staff and partner organisations.
- Take part in organisational and personal training as required.
- Undertake such other duties as consistent with the purpose and level of this post as may from time to time reasonably be required by your line manager.

### **Equity, Diversity and Inclusion**

At OCVA we recognise the value of diversity and the strength in building an organisation which reflects the people of Oxfordshire.

We are looking for candidates whose values align with ours and we assess applicants on lived experiences as well as considering work history and educational journeys. We recognise that not everyone has access to the same opportunities for numerous reasons and we are committed to acknowledging this in our recruitment processes.

**If the content of our role description and the purpose of our organisation appeals to you, please consider applying or discussing the opportunity with Laura, our CEO.**



## How to apply

**We are reviewing applications on a rolling basis, which means we will assess and interview candidates as applications are received. This approach allows us to move quickly with strong candidates, so we encourage you to apply as soon as possible. The position will remain open until filled.**

- Please complete the OCVA application form and send to [laura.price@ocva.org.uk](mailto:laura.price@ocva.org.uk)
- If you would like to discuss the post or have any questions about it, please email [laura.price@ocva.org.uk](mailto:laura.price@ocva.org.uk)
- Please complete the Equalities Form and email to [pulse@ocva.org.uk](mailto:pulse@ocva.org.uk) with the subject line 'confidential'