



# Office Administrator Candidate Information

**Closing date: 10 January 2025**

## **Office Administrator**

Would you like to work in our lovely and characterful office in Wharf Street? We're looking for an Office Administrator. You'll be at the heart of all that we do- working with the public, our members, volunteers and our small staff team.

As a small team, we all have a 'let's get stuck in' ethos where we muck in where we can. There may be more than one priority at the same time. However, the sheer breadth of our work makes for an interesting and rewarding role.

### **Who are we looking for?**

Would you like to work for a welcoming organisation whose focus is on making Leeds a better place for people to live and work in? if so, this job may be for you.

Reporting to the Director, the role provides administrative support to Trust committees and groups, staff, volunteers, members and supporters and oversees the smooth running of the Leeds Civic Trust Office in the city centre of Leeds. You will often be the external face of the Trust, fielding phone calls and providing an initial response to email enquiries. This is a diverse, hands-on role which requires professionalism, interpersonal skills, energy and attention to detail.

You will manage a busy and varied workload, determine your own priorities, be required to switch focus as the Trust responds to a new opportunity or demand.

Whilst the postholder will work office hours, we may occasionally request "out of hours" working, for example to attend the Trust AGM, taking minutes at Trustees meeting or to support occasional committee meetings. On these occasions, the Trust offers time off in lieu.

### **About Leeds Civic Trust**

We are a charity, established in 1965, which aims to make Leeds a better place for those who live here. We have a particular interest in architecture and design, heritage and transport.

Examples of our work include:

- Co-ordinating the city's annual Heritage Open Days festival
- Unveiling Blue Plaques for the city's significant people, places and events
- Working with Leeds City Council to make parts of the city more liveable and people-friendly focusing on transport, our waterways and green spaces
- Commenting on planning applications and liaising with developers and architects to improve the built environment
- Monitoring heritage buildings at risk and proposing actions to secure their future

We organise events, talks, discussions, debates and exhibitions with and for our friends and partners. We have strong relationships with key people and organisations in the city including local MPs, Councillors, Leeds City Council, the Chamber of Commerce and local Charities and we are working to be more inclusive so that our work reflects the diversity of the population in our city.

In 2025 we celebrate our 60th anniversary and have a particularly exciting year ahead so it is a great time to join the organisation.

### **Our working conditions**

The role is offered full time on a 35-hour week though we will consider a role at 80% full time for the right candidate. Due to the nature of the role, the successful candidate will be expected to be based in our Wharf Street Offices though occasional home working will be permitted. We offer 25 days of holiday plus bank holidays and the period between Christmas and New Year when the office is closed. You will be auto-enrolled in a pension to which Leeds Civic Trust contributes.

### **The nature of the role and location**

Whilst the role is primarily administrative in nature, there will be occasions when light physical work is required (for example setting up a room for a meeting by moving chairs or processing mail-outs). Other members of the team will be on hand on these occasions to help out.

Our office is located in a mid 19<sup>th</sup> century building in the centre of Leeds. It is a beautiful and quirky building but with steep stairs and no lift (our offices are located upstairs) and whilst we would expect the postholder to be able to access all parts of the building, we will make reasonable adjustments to the working environment where needed.

We are offering the role at a starting salary of £28,000

### **Main areas of responsibility**

#### **Governance Support**

- Maintaining a suite of policy documents and ensuring their regular review by the relevant committee or group
- Develop a schedule of times and dates of key Trust meetings in consultation with the Director and relevant chair
- Provide minute taking for FGP and Council meetings
- Providing organisational support to the Trust's Annual General Meeting, including the circulation of paperwork, minute-taking taking and supporting the Engagement Manager with any logistical on the day support

#### **Office Administration**

- Providing administrative support to the Trust's team and PA support to the Director

- Being the first point of contact for the Trust for members of the public and others. This will specifically include:
  - Answering the phone and monitoring voicemail messages
  - Maintain the “office” inbox and forwarding messages as appropriate to team members
  - Dealing with any postal correspondence as appropriate including sending out mail using the franking machine
  - Co-ordinating bulk mail-outs
- Ordering office supplies
- Liaison with trades including window cleaner, cleaners, fire alarm maintenance etc.
- Managing health and safety within the workplace and undertaking training necessary to enable this to happen
- Coordinating room bookings and ensuring that meeting room spaces are functional on a day to day basis (including ensuring that tea/coffee/refreshments are available)
- Maintaining guided walk equipment (ensuring that all speaker units are cleaned after each use and are in working order)
- Ordering food for trust committees
- Undertaking first aid training and becoming the Trust’s first aider
- Attending the Trust’s House Committee
- Other office related tasks including but not limited to:
  - Managing the annual renewal of insurance
  - Managing utility contract renewals
  - Maintaining an incident book
  - Maintaining a log of key holders
  - Asset tagging and maintenance of an asset register for the building
  - Liaison with photocopier and franking machine providers for new supplies or maintenance
  - Ensuring that the dehumidifiers in the basement are emptied frequently
- Supporting the development of digital archiving of Trust documents
- Generally ensuring that the Trust’s Offices are well maintained, clean and tidy and present a professional image to members, volunteers and visitors

### **Finance and sales**

- Providing occasional support to the Trust’s Finance Officer
- Processing any online purchases of Trust books and merchandise

### **Membership support**

- Supporting the Communications and Membership Officer in sending out new membership packs across all categories of membership
- Supporting the Communications and Membership Officer in organising events aimed at different member groups

### **How to apply**

#### **The closing date for applications is 17:00 on the 10 January 2025**

You should submit a covering letter (no more than two sides of A4) explaining why you are applying for the role and how you meet the criteria described below, together with a copy of your CV. You should email these to [office@leedscivictrust.org.uk](mailto:office@leedscivictrust.org.uk)

We will confirm receipt of your application by email but are unable to provide feedback to applicants who are not invited for an interview. If you do not hear from us two weeks after the deadline, you should assume that your application has been unsuccessful on this occasion.

If you wish to make any informal enquiries about the post, please indicate this in your email.

We anticipate that interviews will be held on the **20 of January 2025**

Shortlisted applicants may be asked to provide additional information which will be assessed as part of the interview process.

### Criteria for Assessment

CRITERIA FOR ASSESSMENT		METHOD OF ASSESSMENT
ESSENTIAL		
<b>Qualifications</b>	An excellent standard of written and spoken English. Candidates should either be able to provide evidence of qualifications at a level commensurate with the job description or equivalent experience.	Application
<b>Experience</b>	<p><b>We would expect applicants to be able to provide examples of work in the following environments:</b></p> <ul style="list-style-type: none"> <li>- Experience of managing or supporting the management of administrative functions in an office environment</li> <li>- Experience supporting committees or groups</li> <li>- Experience working with volunteers or with different types of people (professional, voluntary etc)</li> </ul>	Application/Interview
<b>Essential Skills</b>	<ul style="list-style-type: none"> <li>- Ability to use your own initiative, manage time effectively and to prioritise tasks</li> <li>- Excellent attention to detail</li> <li>- Excellent written and verbal communication</li> <li>- Strong IT skills including working knowledge of Microsoft Office</li> <li>- Able to communicate with a range of people</li> <li>- Good team-working skills</li> <li>- Ability to use a database (we use CIVICRM – training will be provided)</li> <li>- An appreciation of the importance of workplace health and safety</li> </ul>	Application/Interview
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>- A professional, collaborative and open working style</li> <li>- A creative person who is approachable and open to new ideas</li> <li>- Experience of engaging with different organisations and people</li> </ul>	Application/Interview

Desirable		
Further Attributes	<ul style="list-style-type: none"><li>- An understanding of the demands of working as part of a small team</li><li>- A broad interest in and support for the values of Leeds Civic Trust</li><li>- Some familiarity with Leeds as a place</li></ul>	Application/Interview