

Recruitment Pack

About BVSC

Bexley Voluntary Service Council (BVSC) has been supporting the local Voluntary and Community Sector (VCS) in Bexley for over 60 years. Throughout this time, BVSC has continually evolved in response to local need, sector challenges and wider changes in public policy. Today, BVSC plays a central role in strengthening the local voluntary sector, connecting organisations, amplifying community voice and enabling organisations across Bexley to be resilient, connected, and able to provide high-quality, impactful services to residents.

Diversity, equity, and inclusion are central to our culture; a diverse workforce strengthens our ability to support communities effectively and deliver high-quality services across the voluntary sector. We recognise that diversity spans many aspects of identity, and we are committed to fostering a workplace that is increasingly inclusive and equitable, where everyone feels heard, respected, and valued. We are also committed to promoting safe and responsible practice across our work and expect all staff, volunteers, and partners to uphold these standards.

Our Values

- **Inclusivity:** We value our differences and work well together because of them.
- **Accountability (& Integrity):** We are committed and deliver effective solutions.
- **People (Respect & Supportive):** We care about the happiness and wellbeing of each other.
- **Communication:** We communicate clearly and respectfully fostering trust and collaboration.
- **Creativity:** We continually seek to improve how we work to achieve the best outcome.

Why Work for Us

- Hybrid working
- Additional Birthday Day off
- Flexitime and TOIL
- Pension employer contribution 6%
- Two volunteering days (pro rata)
- 25 days annual leave (plus bank holidays)
- Access to the Blue Light Card
- Ongoing training and professional development opportunities
- A positive, inclusive team culture where your ideas are valued
- Enhanced maternity/paternity pay
- Employee Assistance Programme

Job Description

Post: Office Administrator

Responsible to: Office Manager

Salary: £15,600 (incl OLV) + 6% pension contribution

Hours: 21 hours per week to be worked across 3-5 days (flexible working pattern, hybrid working)

Contract: 2 years fixed (possible extension)

Probationary period: 5 months

Purpose of Job

The post holder will provide high-quality administrative and operational support to the central team, helping to ensure the smooth day-to-day running of the organisation. This will include managing correspondence, maintaining accurate records, coordinating meetings, supporting external communications, and responding to enquiries from external callers.

This is an excellent opportunity for someone who is keen to develop their administrative skills within a supportive charity environment.

The purpose of the role is to support the effective and efficient running of organisational operations through strong administration, coordination, and excellent customer service.

Summary of main duties

- Welcome and enquiries
- Welcome visitors and ensure they are signed in and directed appropriately.
- Answer telephone calls, take messages and forward enquiries.
- Respond to basic email enquiries and direct more complex queries to the appropriate team member.
- Help maintain a welcoming and professional office environment.

General Administration

- Photocopy, scan, print and file documents.
- Maintain electronic and paper filing systems.
- Support the preparation of meeting packs and documents.
- Assist with data entry and record keeping.
- Update spreadsheets and databases as instructed.

Office Support

- Order and organise office supplies and stationery.
- Assist with the distribution of post and deliveries.
- Prepare meeting rooms and refreshments when required.

Meeting and Event Support

- Assist with arranging meetings and training sessions.
- Prepare attendance lists and meeting materials.
- Support the organisation of community and staff events.

HR and Volunteer Support

- Assist with interview scheduling and recruitment administration.
- Assist with DBS and compliance administration where required.

General Responsibilities

- Maintain confidentiality and comply with GDPR requirements.
- Follow BVSC policies, procedures and values.
- Participate in training and team meetings.
- Undertake any other duties and administrative tasks which may be reasonably required as discussed with your line manager.

Person Specification

We are looking for a proactive and team-focused individual to join our growing central team. This is an exciting opportunity for someone who shares our organisational values and has the skills and experience needed to succeed in the role.

Candidates should use their supporting statement to explain how they meet each of the criteria outlined below.

Essential Criteria

- Experience of working in fast paced administrative role or office environment.
- Strong IT skills, including Microsoft Office (Word, Excel, Outlook, SharePoint, Teams)
- Provide excellent customer service.
- Good attention to detail and accuracy.
- Excellent organisational skills.
- Strong communication and interpersonal skills (both written and verbal).
- Ability to work independently and as part of a team.
- Prioritise and manage a varied workload and meet deadlines.
- Experience maintaining accurate records and handling confidential information.
- Friendly, approachable and professional.
- Reliable and trustworthy.
- Positive and willing to learn.
- Committed to equality, diversity and inclusion.

Desirable Criteria

- Experience in a charity, community or voluntary sector environment.

- Experience supporting meetings or events.

Additional Information

Please submit your covering letter addressing each of the person specification points above (no more than two pages), your CV and monitoring form by **11:59pm on 14th October 2026** to: humanresources@bvsc.co.uk

If you do not hear from us, please assume your application was not successful, we are unable to provide feedback on applications which are not shortlisted.

Please note, safer recruitment processes and appropriate pre-appointment checks will be completed before any role is confirmed.

We recognise that AI tools can be useful for basic checks such as spelling or grammar. However, we ask that candidates do not use AI to write or generate responses within their application. We value authenticity and want to hear your voice, experiences and motivations throughout the process.

If you would like an informal chat about the role or any reasonable adjustments required for the application or interview, please contact BVSC's HR team who can arrange this.