

TOGETHER ACTIVE

Staffordshire & Stoke-on-Trent

Role Profile: Administration Officer

Reporting to: Operations Manager

Salary: £19-£30k

Hours: Full Time 35 per week

Location: Hybrid

Role Summary

This role will support Together Active in providing crucial high level administration support, allowing our team to work effectively and contributing to the smooth and efficient operation of the organisation.

Role Outcomes

1. The Together Active team feel supported to focus on their core responsibilities with the knowledge that administration tasks are completed quickly and efficiently.
2. Administration processes are efficient and streamlined
3. Documentation and data is well organised and correctly filed
4. The Together Active team feels supported by an administration function which provides a high standard of organisation

What does this mean day to day?

All of the duties you undertake will be directly linked to the outcomes above and you'll have autonomy over what these look like with support from your line manager. You could expect your tasks to include:

- Administrative support, day to day administration tasks such as scheduling meetings, maintaining office supplies and environment.
- Record Keeping: maintaining and updating various records, including on QuickBooks, and CRM systems amongst others.
- Event Coordination: assist with setting up events or activities, liaising with organisations, and providing onsite assistance if needed
- Communication: manage the Together Active email inbox as a first port of call for many queries.
- Liaising with partners to ensure documentation required to process projects is received correctly.
- Working with schools to ensure we have the correct contacts for the Active Lives Survey
- Collaborate and work with the Together Active team to anticipate and meet administration needs.
- Support the smooth running of the office environment such as coordinating team meetings, organising travel and or coordinating IT support.

This is not an exhaustive list

Line Management Responsibilities

This role has no direct line management responsibilities.