

Administrator

Hours: 21 hours across 3 days per week (option for term-time only)

Salary: £15 324 (Term time only £11 493)

Holidays: 5.6 weeks plus bank holidays pro rata per annum (or term-time only)

Permanent

Line Manager: Lifecentre CEO

Lifecentre Salford is a Christian charity working alongside local people in Salford (predominantly Langworthy and Weaste) to bring about community transformation. Lifecentre Salford delivers a wide range of projects for children, young people, adults and families outlined on our [website](#).

Job purpose

To support the range of work of Lifecentre Salford by high quality administration.

Job Specifics

- Dealing with incoming and outgoing correspondence (telephone calls, online messages, email and post), including rental enquiries
- Managing records and compliance standards (eg. safeguarding declarations, food hygiene qualifications) for staff and volunteers
- Creating and managing documents, spreadsheets and presentations (using a range of Microsoft, Google and Apple platforms)
- Purchasing resources and services for the projects and building, including contacting tradespeople
- Weekly payments scheduled from the bank account
- Creating invoices
- Administering volunteer recruitment (creating flyers, responding to enquiries, completing DBS checks and references)
- Creating and curating social media content and regular social media activity
- Supporting the CEO with diary scheduling, event organisation and enquiries
- To work in a team with the staff, volunteers and members of the community

- To manage the safety and security of the Lifecentre during working hours, including keyholder responsibilities
- To uphold the policies and procedures of the Lifecentre
- To participate in the prayer life of the Lifecentre including participating in prayer meetings during the working day

Person Specification

Essential Criteria:

- Administration experience demonstrating high level organisational skills and team work
- Experience of managing compliance to organisational standards
- Experience of confidentiality and financial responsibility
- Experience of creating social media content
- Excellent written communication skills, including grammar, spelling and a high level of written English
- Able to uphold the ethos and values of the Lifecentre
- Self motivated and able to work independently
- Approachable, solution focused attitude, and a proven track record of working with a range of different people
- A flexible approach to their work

Desirable Criteria:

- Experience of administration with volunteer teams
- Experience of the charity sector
- An active Christian faith
- Local knowledge of Salford and the challenges facing local people