**WBG Administrator**Job Description

**Hours:**  22.5 hours per week worked over a minimum of three days. Initial two-year contract subject to probationary period of 3 months
**Salary:** £23-£25,000 pro rata depending on experience
**Line management**: Reports to the Co-Directors
**Purpose:** To support the smooth running of the WBG office by undertaking administrative and co-ordinating functions, and providing communications and events support.

**To apply please complete and return the application form to** **leonie.taylor@wbg.org.uk** **by 5.30 pm on Monday 2nd October. Please title your email Administrative Officer Application**

Interviews will be held on Thursday 12 October 2017

 **Responsibilities**

*Administration and co-ordination*

* Responding to general inquiries
* Providing administrative and communications support to Co-Directors, Chair, Treasurer, and Management Committee
* Assisting the Co-Directors with company and financial administration procedures
* Organising Management Committee meetings under guidance of Co-Directors
* Attending Management Committee meetings, taking and transcribing minutes
* Filing reports online with Companies House
* Providing administrative support for WBG project funding proposals
* Maintaining online and paper filing systems
* Organising the AGM under guidance of the Co-Directors
* Assisting with WBG online Annual Appeal and other fundraising initiatives
* Booking rooms and providing administrative support to the organising of WBG training courses, Budget viewings, external meetings and events as required
* Maintaining and updating membership distribution lists

*Communications support*

* Producing and sending WBG electronic newsletter to members including collating and drafting content under the guidance of the Co-Directors
* Updating website under guidance of Co-Directors and liaising with service provider
* Updating Facebook, Twitter and other social media channels under guidance of Co-Directors
* Maintaining and updating distribution lists for media, political and policy stakeholders

*Policy analysis support*

Liaising with the Policy Advisory Group to

* Assist with dissemination of Budget responses, briefing papers and reports
* Assist with organising events to review Budget and Financial Statement speeches,

***Person specification***

**Administration and co-ordination**

Essential

Excellent organi*s*ational skills including ability to work on own initiative, prioritise tasks and manage deadlines

High level of computer literacy and familiarity with Microsoft Office packages

Able to understand and present financial information

Experience of event organising

Desirable

Experience of using Mailchimp for mailing and Wordpress for updating websites

Experience of event management e.g. organising seminars, report launches and/or member networks

**Communications**

Essential

Ability to communicate effectively in writing and in person with a range of different audiences

Strong proofreading and editing skills

Desirable

Understanding of how to use social media to communicate on behalf of an organisation

Experience of using social media

**Personal qualities**

Essential

Proven ability to work flexibly as part of a small team

Good communicator

Commitment to and desire to promote women’s equality