

## JOB DESCRIPTION

### Overall purpose of the job

To contribute to the effective running of the Road Victims Trust team and office, including fundraiser based off site. Providing high quality, effective, efficient and confidential administrative and financial support.

**Job Title:** Administrator

**Contract:** 12 months

**Salary:** £21,000 per annum (37.5 hours per week) pro-rata

**Hours:** 22.5 hours per week over 3 days Wednesday, Thursday, Friday

**Location:** Kempston, Bedfordshire Office-based

Main accountabilities	
<b>1</b>	<b>Office Support</b> <ul style="list-style-type: none"> <li>• Provide timely and effective administrative and secretarial support to the CEO, Clinical Lead and Road Victims Trust Office</li> <li>• Responsible for DBS and DVLA checks for staff, volunteers and trustees</li> <li>• Responsible for liaising with Volunteers to ensure that Mandatory Training is kept up to date</li> <li>• Process and respond to incoming communication, message taking, copying and distributing information as necessary</li> <li>• Write and distribute email, correspondence, letters and forms</li> <li>• Use and maintain the Road Victims Trusts data bases and Information systems to record, inform and produce reports</li> <li>• Maintain filing systems – electronic and paper</li> <li>• Assist in maintaining supplies to facilitate the smooth running of the office</li> <li>• Undertake general administrative tasks to support the Trust as required</li> </ul>
<b>2</b>	<b>Financial Support</b> <ul style="list-style-type: none"> <li>• Assist in the financial administration duties as required to support the efficient delivery of services</li> </ul>
<b>3</b>	<b>Health &amp; Safety</b> <ul style="list-style-type: none"> <li>• Take action to reduce the risk to self and others</li> <li>• Contribute to maintenance of a healthy and safe working environment</li> </ul>
<b>4</b>	<b>Role Specific</b> <ul style="list-style-type: none"> <li>• Ensure understanding of core business of the Road Victims Trust</li> <li>• Undertake other tasks and responsibilities as required in the delivery of Road Victims Trust objectives</li> </ul>

## PERSON SPECIFICATION

### Qualifications, knowledge, skills and experience

Minimum levels of knowledge, skills and experience required for this job

QUALIFICATIONS	
<ul style="list-style-type: none"><li>General Education to GCSE standard with an A-C grade in English &amp; Maths or equivalent standard</li></ul>	<b>Essential</b>
<ul style="list-style-type: none"><li>NVQ level 2 Administration</li><li>ECDL</li><li>GNVQ</li></ul>	<b>Desirable</b>
KNOWLEDGE AND EXPERIENCE	
<ul style="list-style-type: none"><li>Working understanding of Windows &amp; Microsoft packages (including: Word, Excel, Publisher, Email, Internet)</li><li>Ability to copy and type accurately</li><li>Understanding of requirement of confidentiality</li><li>Experience of processing DBS and DVLA applications</li></ul>	<b>Essential</b>
<ul style="list-style-type: none"><li>Knowledge of office systems and procedures</li><li>Knowledge of Road Victims Trust policies and procedures</li></ul>	<b>Desirable</b>
SKILLS	
<ul style="list-style-type: none"><li>Numerate and literate</li><li>Able to communicate effectively with others</li><li>Able to utilise IT systems to deliver services</li><li>Able to work flexibly to meet demands of service</li><li>Able to work independently and with others to deliver services</li><li>Confident telephone manner</li></ul>	<b>Essential</b>

### Disclosure level

What disclosure level is required for this post?	None	Basic <b>x</b>
	Standard	Enhanced

### Work type

What work type does this role fit into?	Fixed <b>x</b>	Flexible	Field	Home
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In addition to the specific duties and responsibilities outline in this job profile, all RVT employees should be aware of their specific responsibilities towards the following:

- To agree to client confidentiality and ensure respect and discretion at all times
- To adhere to all health & safety and fire regulations; cooperate with the Trust in maintaining good standards of health & safety
- To uphold ethical and professional standards and not behave in a manner that is likely to bring the Trust into disrepute
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Trust
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.

The job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

Note: There is a requirement to fulfil any other agreed duties that may at times be reasonably required that meets the needs of the business.