

DOORSTEP LIBRARY NETWORK

www.doorsteplibrary.org.uk

**ADMINISTRATOR**

**ABOUT THE ROLE**

This a new role. No day will be the same, with a mixture of outbound and inbound telephone calls, letter and email handling, short-notice logistics problem solving as well as essential administrative tasks to ensure vital support across the organisation and be part of a very dedicated and enthusiastic team.

**JOB DESCRIPTION:**

Purpose of the role:

To support the delivery of our projects with office tasks such as reception duties, banking cheques and donations, petty cash and preparing printed materials;

To manage incoming and outgoing mail and correspondence;

To manage and order office supplies;

To answer queries about the organisation by phone and email;

To assist with project logistics, including short-notice volunteer rescheduling on projects;

To administer volunteer recruitment campaigns, interview schedules for new volunteers and references and DBS checks;

To maintain the shared cloud filing system and databases;

To manage the collation of statistics about the organization and provide statistical reports as required;

To undertake additional similar duties as required, including:

* Assistance with management of book stocks, including purchasing     and book rotations between projects
* Assistance with the administration of a range of fundraising activities
* Assistance with the practical preparation for meetings, training and evaluation sessions and family visits
* Assistance with research, for example venues, or advertising sources
* Liaison with other organisations for meetings or information gathering.

**PERSON SPECIFICATION:**

***Essential***

* + Experience as office administrator
  + Excellent telephone skills
  + High level of attention to detail
  + Able to multi-task, be flexible and keen to learn new skills
  + Excellent IT skills (Word, Excel, DTP applications, social media etc)
  + Good written and oral English language.
  + Able to work on own initiative
  + Good time management
  + Passionate about improving children’s life chances

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***Desirable***

* + Ability to work with statistics
  + Ability to research effectively
  + DTP/design skills

**GENERAL INFORMATION:**

**Hours:** Full time position: 35hrs per week (7hrs per day: Monday to Friday)

**Location:**  Fulham Broadway, London

**Contract type:** 12 month contract

**Salary:** c. £21,000 (per annum) inclusive of Inner London Allowance + contribution of 6% of salary to pension scheme of employee’s choice

**Holidays:** 25 days paid holiday

*DLN is committed to safeguarding the welfare of children and expects staff and volunteers to share that commitment. We are committed to diversity and equal opportunities in our recruitment processes.*