

Job Title:	Office Administrator	Sector	Charity
Location:	Great Dunmow	Travel Required:	No
Level/Salary Range:	£6006 (based on £11/hr)	Position Type:	10.5 hours (9:30 – 1pm; 3 mornings per week, to include Mondays and Fridays)
Closing date	17 February 2023	Interview date	Thursday, 2 March To begin as soon as possible thereafter, subject to references and checks.

Applications Accepted By:

E-mail:

Dr Kirsten Johnson
Chair, Board of Directors
kirsten@fragilex.org.uk

Mail:

Fragile X Society, The Chestnuts
4 Stortford Road
Great Dunmow, Essex
CM6 1DA

Job Description

Role and Responsibilities

Working for a small, national charity, we require an Office Administrator. Tasks will include:

- Answering the phone and emails (forwarding to relevant person)
- Formatting papers to send to families
- Chasing Actions to be done by staff and volunteers before committee and Board meetings
- Collating Board papers in advance of Board Meetings
- Maintain Key Service Provider list
- Finance administration
 - logging receipt of all cheques and cash
 - complete paying in slips, scan to the Treasurer, take to the Bank
 - Invoices: scan all invoices received to Treasurer
 - Assist the Treasurer with annual Gift Aid claim.
 - Run financial reports from eTapestry as and when required.
 - Oversee the Friends of Fragile X regular giver scheme
 - Work with chair of Fundraising in producing any materials for fundraising activities
- Write thank you letters/emails for donations.
- Send out new member packs to new members.
- 100+ Club: maintain the list of participants, write to members annually requesting payment for their participation for forthcoming year (cheques, standing orders only), log receipt of all payments in discussion with Treasurer, carry out monthly draw, contact winners and make arrangements for payment of winnings.
- Merchandise and publications: send out any requests for publication papers from the FAPAs, orders for our merchandise received via info@ (T-shirts, Christmas cards, etc.)

- Support the design and purchase of FXS Merchandise (e.g., t shirts, Christmas cards, etc)
- Developing and maintaining our charity's database: updating membership details
- Other duties as necessary

Skills Required

Essential

- At least 3 years of experience as an Administrator
- Enthusiasm and good teamwork ethos
- Self-motivated, with ability to work independently with minimal supervision
- Strong organisational skills, English and Maths GCSE at 5 or above, including strong writing and numeracy skills.
- Good communication skills, comfortable engaging with members and the public over the phone, email and written letters.
- IT skills, with ability to use Office 365 suite of applications and manage a membership database (eTapestry training will be provided)
- The willingness to learn new programmes/skills as required
- Comfortable engaging with a range of internal and external contacts and organisations by telephone, in person and by email
- An understanding of confidentiality, GDPR and data protection principles

Desirable:

- An understanding of or experience of learning disabilities/charities
- Experience of processing financial paperwork and record keeping
- Empathy and ability to deal sensitively with personal information and challenging situations

To Apply

Please submit a c.v. outlining all qualifications and the names of three references (not family or friends), with a covering letter explaining how you fit the job description to Dr Kirsten Johnson at the details above.