

TRINITY WINCHESTER
JOB DESCRIPTION for Personal Assistant
& Project Co-ordinator

Title:	PA and project co-ordinator
Accountable to:	C.E.O./Operations Manager
Aims:	To provide administrative support to the CEO/OM to ensure the smooth running and administration of Trinity Winchester
Hours:	Full time (can be flexible), 12 month contract (could be extended)
Pay Scale:	£18,155-£19,973 depending on experience

Areas of Responsibility:

1. Work closely with CEO and Operations Manager to assist with the administration of the planned “under one roof” project and day-to-day running of the day centre.
2. Deal with and prioritise correspondence as instructed by the CEO; meet and greet special visitors/guests, telephone calls/messages and email, post, co-ordination of diary.
3. Create and maintain good working practices and procedures within the administrative function.
4. Maintain appropriate and current office systems, to collect, analyse and collate data/statistics for the evaluation of service provision and practice; maintain databases and website; ensure compliance with GDPR regulations, assisted by admin volunteers and fundraiser.
5. Deal with Personnel administration as required.
6. Work closely with the fundraising team, assist and support fundraising activities and events.
7. Advertise Bradbury House facilities, co-ordinate room rentals and liaise with resident partner agencies, assisted by admin volunteers.
8. Facilitate meetings as required including management, fundraising and team meetings and be available to attend Trustee and Management Committee meetings as required, ensuring that agendas and minutes of meetings are printed and circulated promptly.
9. Act as Health and Safety lead, assisted by H&S volunteer.
10. Represent Trinity at meetings with external organisations and maintain and enhance existing links with local community, voluntary and statutory agencies as required.
11. Adhere to and implement the Policies of Trinity Winchester, especially in relation to Equal Opportunities, Health & Safety, Safeguarding, Confidentiality and Data Protection.
12. Carry out any other duties relevant to the running of Trinity Winchester.

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Skill/Attribute	Rating	Assessed by	
An understanding and acceptance of the ethos of Trinity Winchester	Essential	Application / Interview	
Administration experience in similar organisation	Desirable	Application / Interview	
Excellent verbal and written communication and Reception skills; Ability to communicate clearly, in writing and orally	Essential	Application / Interview	
Ability to manage and monitor own performance, including planning, time management, prioritising, and evaluation	Essential	Application / Interview	
Experience of working to deadlines and under pressure	Essential	Application / Interview	
Competent I.T skills, including use of Word, PowerPoint and Excel, Capsule CRM	Essential	Application / Interview	
Demonstrate an understanding of need to conduct duties in a professional manner and to act in accordance with Trinity Winchester's confidentiality policy	Essential	Application / Interview	
Demonstrate an awareness of the impact of discriminatory behaviour and conduct on others, and a willingness to support Trinity's standards and practices in employment and delivery	Essential	Application / Interview	
Demonstrate an ability to be an enthusiastic representative of Trinity Winchester	Essential	Application / Interview	
Flexibility to work out of normal working hours on occasions	Desirable	Application / Interview	
Car driver with own transport and insurance	Desirable	Application	

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