



Administrator: Job Description and Person Specification

Context: Sunrise is an organisation that was set up over ten years ago to celebrate diversity, promote human equity and dignity and empower people and communities. Over the years it has grown and evolved, becoming a Community Interest Company in 2013. It is now about to become a charity with the purpose of championing a diverse and inclusive society across Northern Devon by challenging discrimination, celebrating diversity and changing attitudes. The team of five core staff have been involved with the board members in creating a vision and plan for the future development of the organisation. The nature of the leadership has also evolved, with the position of Manager developing to become Chief Executive and the board members will become Trustees of the newly formed charity. This appointment comes at an important time in our development and is an exciting opportunity for someone to join Sunrise as it embarks on this new chapter.

The Person

You will have extensive experience of working in a busy administration position and supporting a team. Your written English must be clear and articulate. We would like to see someone used to working within diverse communities and showing an understanding of the public, voluntary and community sector. The successful candidate will be keen to take on new challenges and will be proactive in their approach with excellent attention to detail. We are looking for someone who can demonstrate passion, commitment and empathy with the aims of Sunrise and its cause.

The Role

The Administrator will have responsibility for carrying out general administrative duties to support the delivery of Sunrise services and activities. The role is varied and will require the ability to multitask and support a team of staff, volunteers and directors as required. The Administrator will need to be confident, have excellent interpersonal skills and be committed to Sunrise's aims and objectives.

Salary: £11,204 for a 0.6 post i.e. 21hrs per week (FT rate is £18,673 per annum)

Hours: Flexible to meet the needs of the service with 25 days leave (pro rata) plus bank holidays

Place of work: Barnstaple – office based

Reports to: Chief Executive Officer

Main Duties and Responsibilities

- Conduct all aspects of day-to-day administration for Sunrise and provide administrative support to staff, directors and volunteers as required.
- Carry out data entry and processing tasks as required
- Meet and greet visitors to the centre and act as the first point of contact for Sunrise email and telephone enquiries.
- Monitoring stock levels and order supplies for the centre and Sunrise activities.
- Arrange payment for goods and services, invoice customers, record and monitor financial transactions.
- Assist with event organisation and delivery under the direction of the Chief Executive Officer

Sunrise takes responsibility for safeguarding and promoting the welfare of vulnerable people who access its services. Therefore, we will check the suitability of the successful candidate to work with vulnerable people and an enhanced DBS disclosure is required for this post.

Person Specification

Requirements	E/D *	How tested?	Interview Comments	Score (1 Low – 10 High)
<u>Qualifications / Training</u>				
Good Standard of Education (GCSE Maths and English Grade C or equivalent)	E	Application Form		
NVQ 2/3 in Business Administration/Customer Care / ECDL or relevant experience	D	Application Form		
Training on the use of financial software e.g. Sage	D	Application Form		
<u>Knowledge / Skills</u>				
Effective interpersonal, organisation and communication skills	E	Interview		
IT Skills / Computer Literate	E	Skills Test		
Ability to prioritise and manage own workload	E	Interview / Skills Test		
<u>Experience</u>				
Substantial administrative experience (2 years plus) in a busy environment	E	Application form / Interview		
Experience of providing support to a team and working to deadlines	E	Application Form / Interview		
Experience of arranging payment for good/services, invoicing and processing financial transactions	D	Application Form / Interview		
<u>Personal Requirements</u>				
Understanding the needs of diverse communities	E	Interview		
Reliable and flexible to changing needs of service	E	Interview		
Ability to work within a team	E	Interview		

***Essential/Desirable**