

Job Description – Barn Owl Trust

Admin Assistant – part-time

Hours of work

20 hours per week, days to be agreed. Flexible working policy applies.

Places of Work

Headquarters of the Barn Owl Trust

Homework only by prior agreement with Line Manager

Salary

£21,829.50 pro rata

Purpose of Post

Help the Trust achieve its stated Object(s) as directed by its Trustees and Managers by undertaking general and post specific responsibilities and tasks.

This post is a key role in the organisation, being a part of the front-line interface for all telephone enquiries in a busy office. A friendly outgoing manner is essential for the role, as is the ability to work under pressure and to be efficient and polite at all times.

The successful candidate will work as part of a small team, and must be adaptable, efficient, flexible, well-organised, have a good standard of literacy, numeracy and computer skills and be a good communicator. The role entails dealing with a variety of tasks at the same time whilst keeping accurate records. Knowledge of Access databases, Excel spreadsheets and other IT systems is essential.

Key tasks

- Telephone reception and greeting visitors
- Dealing with general enquiries
- Dealing with daily sales orders including importing from website, packing parcels, and applying postage
- Passing messages efficiently to Conservation and Barn staff
- Email administration
- Friends Scheme administration
- Adoption Scheme administration
- Gift Aid Administration
- Donation administration
- Draw ticket administration
- Fundraising Administration
- Updating social media
- Liaising with other BOT staff
- Record keeping – Paper, electronic and access database
- Dealing with post, incoming and outgoing including taking post to post office
- Banking (counting cash, cheques, entering into cash deposit book and excel spreadsheet)
- Stock control of items, including stock take
- Contributing to newsletters and Feedback Magazine

Other general tasks included in this role

- Word processing/data inputting
- General admin tasks
- Helping keep offices clean and tidy
- Helping with recycling and waste management
- Photocopying, scanning and changing inks in printer

- Supervision of volunteers as required
- Website management
- Taking minutes of meetings
- Assisting at shows and events
- Preparing trailer for shows and events
- Any other duties as shall be reasonably required

The successful candidate will have office experience, want to work in Conservation, be happy to 'muck in' and be keen to work as part of a happy team.