



Job Description

Job Title:	Office Administrator
Location:	Woodstock, Oxfordshire (Office Based)
Reporting to:	Head of Compliance and Internal Operations
Contract	Permanent (6-month probation) and Part Time (15 hours a week spread over 3-5 days)
Salary Band	£18,200 - £25,500 pro rata

Plunkett's Vision is for resilient, thriving and inclusive rural communities.

Plunkett's Mission is to inspire and empower rural communities to work together to find solutions to their needs through sustainable community enterprise. In our experience, rural communities have demonstrated resilience most when they work together to take control of the assets and services they value and need. We have seen first-hand how such action leads to inclusive and participatory businesses which stimulate social and economic activity for the long-term. These businesses are also proven to create opportunities for all and to improve people's quality of life, especially those most vulnerable and in need of support.

As a member of the Plunkett team you will demonstrate a knowledge and understanding of **equity, diversity and inclusion** and its application in all that we do.

Job Purpose:

This is a new role to support the smooth internal operations of the organisation, as well as some external event support. The post holder will report to and work closely with the Head of Compliance and Internal Operations and also provide some dedicated support to the Chief Executive.

Principal Accountabilities

Taking general enquiries via phone and email

Receiving and distributing incoming post, organising outgoing post as required

Assisting with internal meetings, welcoming visitors and ensuring meetings are well serviced

Supporting the smooth running of the Training Hub, including monitoring bookings, sending pre-event information, co-ordinating on the day logistics and catering requirements

Assisting the preparation and co-ordination of external events and conferences including venue identification, venue liaison, room planning, preparation of delegate packs and registration co-ordination

Attending and assisting with some external events and conferences as required

Assist the coordination and logistical arrangements of all meetings of the Trustees

Ensuring office supplies and stationary are kept at sufficient levels

Sourcing and negotiating with office suppliers and services

Acting as a point of contact and co-ordination for IT issues including liaison with suppliers

Maintaining office tidiness at all times

Support the Head of Compliance and Internal Operations with general administration including the filing of legal and company documents, all necessary record keeping, timesheet management and assisting with staff inductions/leavers

Providing administration support to the Chief Executive including setting up meetings, diary management, and travel arrangements

Adhoc support for Senior Managers as required including arranging logistics for internal and external meetings and events, and travel arrangements.

PERSON SPECIFICATION

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	Essential	Desirable
Knowledge	<p>Good working knowledge of Microsoft Office software packages</p> <p>Understanding of GDPR</p>	<p>Working knowledge of rural communities, and the key issues affecting them</p> <p>Knowledge of community businesses and their impact</p>
Experience	<p>Experience of working in a similar role in an office environment for at least 3 years</p> <p>Experience of customer service</p> <p>Experience of working within a team</p>	<p>Experience supporting events</p> <p>Experience of working with external partners</p> <p>Experience working as a personal assistant</p> <p>Project management experience</p>
Qualifications		Educated to degree level or equivalent
Skills	<p>Excellent IT skills, including experience of the MS Office</p> <p>Highly organised, efficient and an ability to multi task effectively</p> <p>Personal drive and self-motivation</p>	<p>Financial literacy</p> <p>Creative problem-solving skills</p>

	<p>Effective communication and interpersonal skills and confidence in dealing with external stakeholders</p> <p>A team player, effective at building relationships and ability to work with colleagues at all levels</p> <p>Demonstrable people skills</p> <p>Can adapt to change in the working environment</p>	
Special Requirements	This role is office based. You must have the flexibility to travel and work after hours and on weekends if needed.	