



## Job Description

### Part-time Administrator (2 days per week)

**Overall purpose** To provide administrative support to the Trustees and the Director

**Responsible to:** SparkFish Director

#### Key relationships

- SparkFish Director and Schools Workers
- Chairman of Trustees
- Treasurer and Finance Volunteer of SparkFish
- Members of wider SparkFish team
- Representatives of churches and schools in the local area

#### Responsibilities

Area of activity	Tasks
Relationships	<ul style="list-style-type: none"><li>• Be a positive ambassador for SparkFish, showing warmth and helpfulness to all enquirers and contacts</li><li>• Attend Team meetings whenever possible</li></ul>
Office administration	<ul style="list-style-type: none"><li>• Maintain up-to-date contact details for schools, churches, team, volunteers and supporters</li><li>• Maintain efficient filing systems, electronic and paper as appropriate</li><li>• Purchasing and organisation of office supplies, branded clothing, etc.</li></ul>
Communication	<ul style="list-style-type: none"><li>• Handle general correspondence</li><li>• In conjunction with the Director, edit, produce and distribute regular newsletters, prayer updates, etc.</li><li>• In conjunction with the Director, keep the website up to date</li><li>• In conjunction with the Director, manage social media posts</li></ul>
Financial and funding administration	<ul style="list-style-type: none"><li>• Maintain day-to-day financial records using spreadsheet software</li><li>• Reconcile these to monthly bank statements</li><li>• Maintain a supply and system of petty cash</li><li>• Pay invoices, raise and deposit cheques</li><li>• Administer donations and communicate with donors</li><li>• Communicate regularly with the treasurer</li><li>• Carry out research into funding sources</li><li>• Make funding applications in conjunction with the Director</li></ul>
Personnel Administration	<ul style="list-style-type: none"><li>• Maintain an up-to-date record of everyone who works on behalf of SparkFish</li><li>• Keep a full record of appointment procedures for staff and volunteers</li><li>• Provide clerical support for recruitment processes, e.g. advertising, references, etc.</li><li>• Secure enhanced DBS checks for all staff and regular volunteers</li><li>• Take responsibility for Health and Safety for staff and volunteers</li></ul>

#### General Standards of Conduct

The role is very varied so you will need to work on a diverse range of activities and juggle priorities as required. A flexible approach is necessary, you may be requested to work on other areas under the instruction of the SparkFish Director or attend a meeting outside of your normal working pattern.

The nature of the role means that you will see and hear restricted information (particularly financial), you are required to maintain the highest level of confidentiality at all times.