



## **JOB DESCRIPTION : Administrator**

**Reports to: Chairman of the Board**

**Job Purpose:** To ensure the efficient day - to - day operation of the Proton Foundation.

## **ABOUT THE PROTON FOUNDATION ([www.protonfoundation.com](http://www.protonfoundation.com))**

The Proton Foundation is a faith - based (Christian) charitable company that seeks to see positive cultures created in our world through community, business and educational projects.

## **Aims & Objectives:**

To work with individuals and corporate bodies who have the potential to see significant advancement in terms of personal, corporate, social and economic development in business, community and education sectors of society through practice aligned with the Proton Foundation.

## **Core values:**

To develop the capacity and skills of members of socially disadvantaged communities in such a way that they are better able to identify and help meet their needs and to participate more fully in society. To promote the development of people in achieving their full physical, intellectual, social and spiritual potential as individuals, responsible citizens and members of their local, national and international communities.

To relieve financial hardship.

## **Duties and Responsibilities:**

### **1. Office administration**

Use computer word processing, spreadsheet, and database software to prepare reports and documents as and when required.

Processing incoming general e-mails.

Clean and maintain old files, along with the organisation of new files.

Code and file material according to the established procedures.

Update and ensure the accuracy of the organisation's databases.

Review and maintain current contractual agreements.

Manage and update the action plans and partnership agreements for the organisation.

Manage DBS applications.

Assist Chairman with HR responsibilities (e.g. appraisals, induction etc)

### **2. IT Support**

Manage and oversee IT contract ensuring that:

- Server is maintained and backed up
- Email/diary are available for all team members

Manage and update the Proton website on a monthly basis with latest news.



### *3. Provide secretarial support to the Board*

With the Chairman, prepare meeting agendas and supporting material for distribution.

Support the Board with meeting, travel and other arrangements.

Draft minutes of Board meetings for review by the Chairman with the vice Chairman.

Create action list for management staff from board meetings.

Oversee organisational policies and ensure board regularly meets to review every quarter.

### **Experience**

- 2 - 5 years experience in an administrative role
- 1 - 3 years of experience of working in the charitable sector

### **Qualifications, Skills and Experience**

1. Shall be a detail - oriented, organised, logical thinking and methodical person with the ability to cope with pressure.
2. Shall be able to prioritize time effectively and work on one's own initiative.
3. Shall have good administrative and organisational skills.
4. Shall be proficient in the use of IT and have a high degree of software literacy, i.e. Microsoft Office
5. Shall have good communication skills both verbally and written.
6. Shall have a presentable telephone manner.
7. Shall be a person of character who is flexible and has a servant's heart.
8. Shall have experience of website content management.

### ***Personal characteristics***

Administrator should demonstrate competence in some or all of the following:

**Behave Ethically:** Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others are consistent with these standards and align with the values of the organisation.

**Build Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organisation.

**Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

**Focus on Partner/ Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organisational parameters.

**Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organisational effectiveness.

**Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organisation.

**Organisation:** Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.

**Plan:** Determine strategies to move the organisation forward, set goals, create and implement actions plans, and evaluate the process and results.

**REIMBURSEMENT**

1. This position is compensated at a salary rate of £18,500 (pro rata).
2. Hours: Part time basis 16 hours per month.
3. Holidays annually 20 days (pro rata), plus bank holidays and Christmas and New Year Office closure
4. Expenses incurred whilst travelling or representing the organisation will be covered by the Proton Foundation.

**LOCATION:** UK or remote working possible

**CLOSING DATE:** 30<sup>th</sup> April