Job Specification: Administrator, Ancoats Dispensary Trust

We are looking for an exceptionally organised Administrator to perform a variety of key administrative and clerical tasks for the Ancoats Dispensary Trust. This is a freelance, part-time position.

Who are we?

The Dispensary is a unique community led redevelopment project in the heart of Manchester, led by the Ancoats Dispensary Trust. The project is currently in round one of an HLF grant funding programme. For further information on the project please visit: www.manchester-dispensary.co.uk

You can find out more about ADT, the Trust who look after The Dispensary, here: http://www.ancoatsdispensarytrust.co.uk

Job Specification

The Administrator will be responsible for the following key tasks:

- Organise, schedule and attend meetings (inc. Board meetings)
- Take detailed minutes and disseminate as appropriate
- Develop and maintain a comprehensive filing system
- Maintain databases
- Write and distribute emails, letters, faxes and forms on behalf of the Trust as necessary
- Assist in the preparation of Board papers for dissemination to Directors
- Facilitate communication between the professional team and ADT Board when required
- Support in the preparation of ADT events and key dates
- Support with the production and upkeep of key documents (e.g. Business plan)
- Basic accounts (supported by Treasurer in due course)

Key Dates

Application deadline: midday Friday 3rd March 2017

Appointment: week commencing 6th March 2017

Conclusion of contract: 16th June 2017 (subject to extension)

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21 hours per week - flexible days and hours.

£9.50 - £11.00 per hour dependent on experience.

This is a freelance position and the candidate must provide their own place of work, though meetings in Manchester will be expected. The Administrator will be expected to attend monthly
Board meetings (usually 2nd Monday or each month from 7pm) and be flexible on attending meetings mid-week with the Chair.

The Administrator will be provided with a mobile phone, storage device and printer upon appointment. Expenses incurred whilst carrying out tasks associated with the role should be cleared by the Chair in advance of purchase.

The Administrator will be expected to invoice ADT each month for payment.

**Management Structure**

The Administrator will report directly to the Chair of the Board of Directors.

The Administrator will need to work with the professional team, ADT and ADL Board members as necessary.

**Candidate Specification**

Key qualities include:

- Knowledge of office management systems and procedures
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritise work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organisational skills with the ability to multi-task
- Professional approach and attitude
- Experience in a Administrative or Project Management role

This is a community led project with spirit and heart - a desire to help the Ancoats Dispensary Trust see it’s vision come to fruition is essential.

**To apply:**

Please email info@manchester-dispensary.co.uk with “Administrator application [your name]” in the RE window by midday on Friday 3rd March 2017.

Please provide:

- Short covering letter (maximum one side of A4 in font size 11) explaining why you are applying for the role
- CV detailing your employment history
- Details of 2 recent references