



JOB PROFILE

CHARITY ADMINISTRATOR	
Reports to: Charity Director	Region: Based in Swansea
Responsible for: Administrative Support	Date: 20 th March 2022
<p>Purpose:</p> <p>The primary role of the Charity Administrator is to provide a full range of administrative duties and support to the Charity, Heartbeat Trust UK.</p> <p>To develop a framework for the charity's administration, establish and implement policies and procedures that will enable the charity to achieve its objectives and ensure the efficient running of all its activities.</p> <p>This role calls for excellent administrative and organisational skills, with the ability to prioritise the workload to meet deadlines.</p> <p>Main Responsibilities:</p> <ol style="list-style-type: none">1. Provide a full range of administrative duties and support to ensure the smooth running of the office and its key functions.2. Help register new publicly accessible defibrillators on the central register, the 'Circuit'.3. To help arrange and co-ordinate meetings, as necessary.4. Help organise and prepare for the fundraising and awareness-raising events.5. Source and order products and promotional materials, according to Charity's procedure.6. Help arrange the delivery and installation of defibrillators within the community.7. Raise invoices against clients and help manage their timely payment.8. Maintain an appropriate audit trail of income received and spent.9. Be responsible for maintaining an accurate and up to date database for all relevant information.10. Ensure that key information is communicated, using appropriate methods, to relevant colleagues in a timely manner.11. Prepare cash and cheques for banking, following established procedures.12. To coordinate site bookings and calendared events13. Carry out other tasks that are within the scope, spirit and purpose of the role.	



PERSON SPECIFICATION

CHARITY ADMINISTRATOR

The successful candidate will be an enthusiastic and a highly organised administrator with excellent interpersonal and communication skills. They will possess a creative mind and the ability to think innovatively to solve problems and operate at a fast pace whilst ensuring accuracy. This will be demonstrated by the ability to take initiative and work independently. A capability to manage changing priorities and work to tight deadlines is also desired.

ESSENTIAL	DESIREABLE
<ol style="list-style-type: none">1. Substantial administration experience within an office environment including calendar management and scheduling2. IT literate in Microsoft Word/Excel/PP3. Good communication skills – verbal/written4. Good numeracy skills5. Ability to coordinate and organise events6. Good analyses and problem solving ability7. Good organisation skills, attention to detail8. Self-motivated and able to work under pressure and to meet deadlines9. Discretion, reliability and trustworthy	<ol style="list-style-type: none">1. Able to communicate in English and Welsh2. Able to drive – car owner3. Project Management skills4. Flexible working