

**Office Administrator 16 – 30 hours pw, £11 - £13 per hour** (depending on experience)

(Annual salary between £21,164 - £25,012 pro rata to hours worked)

A registered charity, the Trust is focussed on maintaining and improving the greater Morpeth area as a place to live, work and visit. Main areas of activity include arts and culture, environment, and heritage; the restoration of the railway station has been its biggest, recent project.

Following retirement, we are looking to recruit an experienced administrator to join a team of one or two. You will need:

* to be a flexible team player and have experience of working in a small organisation.
* to have excellent interpersonal skills, and be used to working on your own and organising your own time.
* to be confident with MS Office systems, and to have experience of financial record keeping and be customer focussed.

Hours of work are flexible, either one recruit at 30 hours pw or two at around 16 hrs pw, in both cases worked over 3 or 4 days pw.

To apply, please submit a CV, describing how your experience and competencies meet the requirements of the Person Specification. You should send this, with a completed Diversity/Equal Monitoring form (if you choose to complete it) and the names and addresses of two referees to info@gmdt.org (References will only be taken up after interview.)

Or to Greater Morpeth Development Trust, Carlisle Park Lodge, Castle Square, Morpeth, NE61 1YD

**Closing date for receipt of applications is noon on Mon 8th February**. Interviews are likely to be conducted remotely, by Zoom, on Tues 16th & Wed 17th of February. Please let us know if this is likely to cause you difficulty.

Read on for further information about the job, the Trust and our requirements.

**Greater Morpeth Development Trust**

**Job Description**

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| Job Title: Office Administrator**Responsible to:** Directly responsible to the Project Manager, also supports members of the Board and the interest groups. |
| MAIN PURPOSE OF POST |
| To provide high quality administration for the Greater Morpeth Development Trust (the Trust). This includes ensuring an efficient office operation and effective communication between members of the Trust, volunteers and third parties. |
| **MAIN ACTIVITIES** |
| * Assist in all aspects of administrative functions within GMDT to include word processing, maintaining appointment diaries and arranging meetings, monitoring the post, photocopying and filing.
* Maintaining and developing key Trust documents such as Project Management Documents. Supporting development of external Funding bids and reports to the Board.
* Interfacing with professional service providers and third party partner organisations. Providing financial and other information, eg. to the Trust accountants.
* Answering the telephones/emails; being one of the first points of contact for the membership and general public, ensuring effective communication of messages and dealing with initial requests for information or action.
* Providing a communication hub for volunteers, being the contact point for potential new volunteers, providing initial information and ongoing support to the volunteers, identifying and nurturing individual volunteer skills and interests for mutual benefit
* Manage the team diary to keep track of Trust activities.
* Updating and maintaining the membership database and keeping the members of the Organisation appraised of their membership
* Ordering of goods and services for GMDT within prescribed budgets, processing and paying invoices and maintaining appropriate records
* To take the minutes of the GMDT meetings
* Assist in the administration and payments of petty cash
* To maintain a record of all GMDT press cuttings.
* To assist with the administration for specific projects and attend meetings where necessary.
* Supporting communication with members and volunteers and between the Trust and the wider public through maintenance of the website, social media channels, production of the regular newsletter and contact with the press.
* Researching information for the Trust, eg. from the internet.
* Any other duties of a similar nature that may be assigned from time to time.
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**PERSON SPECIFICATION**

Job Title: Office Administrator

Responsible to: Project Manager

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| **Essential** | **Desirable** |
| **Education/Qualifications** |
| Educated to good GCSE standard as a minimum. | Vocational qualifications relevant to office work such as Finance, bookkeeping, IT, etc. |
| **Experience** |
| Previous office/administration experience | Experience in the voluntary sector |
| Experience of financial record-keeping |  |
| Creating, using and monitoring office systems and procedures |  |
| Experience of using Microsoft IT applications in an office environment, including Word, Excel and Outlook | Experience of maintaining web pages and using social media |
| Experience of working in a small team/organisation | Working with volunteers |
| Experience of taking minutes |  |
| **Skills and Attributes** |
| Excellent interpersonal skills |  |
| Excellent written and oral communication skills |  |
| Attention to detail/accuracy |  |
| Ability to work effectively in a team | Experience of a ‘virtual’ team, including volunteers |
| Ability to use initiative | Ability to carry out research |
| Ability to manage time effectively |  |
| Planning and organising skills |  |
| Able to work unsupervised |  |
| **Values and Attitudes** |
| Commitment to providing the highest standards of customer service |  |
| Sense of commitment to the local community |  |
| Flexible, can-do attitude |  |
| Accepting of people without pre-judging |  |

**Greater Morpeth Development Trust**

**Further Information for Potential Applicants**

Located in Carlisle Park in the centre of the rural market town of Morpeth, the Greater Morpeth Development Trust (GMDT) is a charitable trust (**Charity Number: 1117036) and company limited by guarantee (Company Registration Number: 5676236). Its vision is to** develop Morpeth to be a premier market town in North East England. It works to promote and improve the town and countryside for public benefit, and for the economic and social wellbeing of people living and working in Morpeth and surrounding areas of Northumberland through the promotion of urban and rural regeneration. Our ethos is to work in partnership for the benefit of the community.

GMDT is a community led organisation established to facilitate the development and delivery of community based projects through partnership working. We have continued to develop through our enthusiastic and knowledgeable team and unwavering support from the Board. We are passionate about the work we do and take pride in what has been achieved to date and we are extremely excited by the future opportunities.

GMDT conducts most of its activities through one or more of the following themed groups: Arts and Culture, Heritage, Environment. 2020 saw the completion of the major refurbishment of Morpeth railway station. The refurbished building will include a café and 7 office spaces, many of which are now let, as well as the ticket office and taxi caboose in the car park. GMDT co-ordinated and led the partnership necessary to achieve this substantial project, securing £2.3 million of funding from a variety of sources including the National Lottery Heritage Fund, Northumberland County Council, the North East Rural Growth Network, and track and train operators Network Rail and Arriva North. Prior to this project, GMDT had proved its capability by leading the project to achieve the restoration and conservation of Morpeth Town Hall. Other ongoing activities include: the Morpeth Cinema, annual Picnic in the Park, Theatre Evenings and Authors evenings, promoting and maintaining the environment around the town and supporting the town’s rich heritage.

GMDT is volunteer led, with a Board of 7 Trustees. Currently, there is a team of three staff and we are recruiting to the role due to the retirement of existing team members.

**Working Arrangements**

Flexibility is absolutely key to the success of the Trust. With that in mind, we are looking to recruit either one Administrator to work around 30 hours per week, or to share the role between two people, each working around 16 hours per week. Those hours would normally be worked over 3 or 4 days per week. Precise hours are to be agreed with the successful candidate(s) but would normally be within the period 9.30 am – 4.00 pm. A flexible approach to working hours is in place, which allows you to manage your time, by agreement with your manager. Any additional hours worked would be agreed in advance and paid at the normal hourly rate. The normal lunch break will be 30 minutes and is unpaid.

From time to time the Trust organises evening or weekend events at which the jobholder may be asked to assist.  Attendance at such events will be remunerated by equivalent time off in lieu or an additional payment at the normal hourly rate.

In the current situation, our staff have been working from home for most of the time, with occasional, planned visits to the office, taking appropriate precautions. We envisage these arrangements continuing as long as is necessary.

Much more information on GMDT and its activities is available on its website <https://gmdt.net/>