



Administrative Assistant

£9 per hour

Part Time (initially 16 hours per month but increasing to 32 hours per month – will be reviewed regularly)

(mainly school term time with possibly some evening meetings and some work during school holidays)

The post was created in 2016/17 to provide administrative support for the Girlguiding County of North Yorkshire North East. Due to a change in circumstances, the role is now vacant again.

Girlguiding North Yorkshire North East is part of the world-wide Girlguiding organisation which seeks to enable girls and young women to fulfil their potential and to take an active and responsible role in society through its distinctive, stimulating and enjoyable programme of activities delivered by trained volunteer leaders. Having passed our centenary year we are proud to be part of a world-wide organisation that has over ten million members in 150 countries

Girlguiding North Yorkshire North East is a charity led by a committee with the County Commissioner acting as Chair. We cover an area from Swaledale down to Filey/Scarborough. We have over 2000 young members in Rainbow, Brownie, Guide and Senior Section Units plus over 400 trained adults who run these groups and provide a varied programme of events and activities. We have a holiday property at Holme House, Esk Valley, Grosmont and a campsite at Barneybeck, Redmire, Leyburn.

We are all volunteers and we employ a paid Administrative Assistant to support the work of these volunteer leaders.

As you will be a lone worker, working from your own home, without daily supervision, you should be self-motivated and have the ability to clearly prioritise your workload. You will possess good organisational and communication skills and have a good working knowledge of Microsoft Office. You will be working closely with the County Commissioner and executive team. Experience in an office environment is essential.

Duties will include providing administrative and event (administrative) support, dealing with and responding to enquiries, data input (using the Girlguiding systems), producing reports for the executive team, producing and distributing our monthly county newsletter. Some weekend working will be required for trainings and events. An understanding of the Girlguiding structure and policies would be an advantage but not essential. Training will be given on the Girlguiding membership systems.

Agreement of the hours will be negotiated with the successful applicant and a regular meeting/contact with the County Commissioner will be built in. Due to the current climate, hours required are less than under normal circumstances.

For further information contact Rachel Lamond, County Commissioner - cc@girlguidingnyne.org.uk

Please apply by email to :- cc@girlguidingnyne.org.uk with a copy of your CV and a covering letter explaining how you feel you meet our criteria and what you could bring to this role.

Closing date for applications is **31 October 2020**.

Date for interview : shortly after close of applications – with a view to starting in post soon after.



JOB DESCRIPTION

Job Title: Administrative Assistant

Reports to: County Commissioner

Overall purpose of the role:

To provide administrative and event support including dealing with and responding to enquiries, data input (using the Girlguiding systems), producing reports for executive team and producing and distributing the county newsletter, flyers for events, maintaining and improving the county website etc.

Main areas of responsibility:

- Assist in the organisation and provision of administrative support, maintaining records, responding to and answering enquiries predominantly by email, maintaining office systems, making room bookings as necessary.
- Delivering administrative duties and secretarial support to the Volunteer County Commissioner and Executive team (treasurer and others as required).
- Ensure office machinery, stationery and other office consumables are maintained.
- Collect, record, compile and present data manually and electronically. Creation of printed and electronic documents using Microsoft Office.
- Obtain information from the computer and web systems and utilise the Girlguiding membership system. Liaise with the Girlguiding NEE region office as and when required (GO Database)
- Working knowledge of Microsoft office systems required, Word, Excel, Outlook, Publisher, Powerpoint, Mail Merge
- Input of data to electronic files including confidential personal information, including updating leaders' records, particularly after trainings (such as First Response)
- Assist at events / training workshops as necessary, take bookings and payments, produce attendance certificates, receipts etc.
- Some evening /weekend working will be required (helping with the running of events/trainings)
- Manage and update the County Website and Facebook page
- Manage the bookings/payments for Holme House and Barneybeck campsite, if required in the future
- Banking cheques
- Flexibility re working hours
- Dealing with and responding to enquiries in a timely and effective manner
- Supporting and reinforcing the ethos of Girlguiding
- Other tasks and duties as may be reasonably required

These are the key duties and responsibilities for the role and they are subject to regular review. Any significant changes to the role would be subject to consultation.

Person Specification

Requirements	Method of Assessment	Essential or Desirable
Skills / Knowledge		
Experience of basic office routines	Application Interview Reference	Essential
Word processing for letter and publicity material & newsletters	Application Reference	Essential
Ability to operate database data systems Database experience desirable & specific training will be given on the Girlguiding systems	Application Interview	Desirable
Ability to operate Microsoft Office programmes, Word, Excel, Powerpoint, Publisher, Outlook – Mail merge, graphs & charts	Application Interview	Essential
Ability to produce reports & collate data and present this to the executive team	Application Interview	Essential
Produce electronic surveys as and when required	Application Interview	Essential
Experience of maintaining websites	Application Interview	Essential
Experience / Qualifications		
GCSE English and Maths	Application	Essential
Evidence of organising, prioritising and using time effectively	Application Interview	Essential
Experience of youth work within the voluntary sector	Application Interview	Desirable
Evidence of understanding issues relating to Safeguarding and Child Protection	Application Interview	Desirable
Personal Attributes / Other Requirements		
Effective communicator with good inter-personal skills, including the ability to build and sustain successful working relationships	Application Interview Reference	Essential
Personal qualities of enthusiasm, self-motivation, with a caring and sensitive approach to the volunteers you will work with	Application Interview Reference	Essential
Able to work independently using own initiative	Application Reference	Essential
Approachable, friendly and outgoing personality	Application Interview Reference	Essential
Ability to work well under pressure	Application Reference	Essential
Honest and trustworthy	Application Reference	Essential
Flexibility to attend meetings and events out of normal working hours if necessary	Interview	Essential
An understanding of Girlguiding structure, policies and procedures	Interview Application	Desirable
Access to internet	Interview Application	Essential
Access to car & full driving licence – ability to travel days, evenings, weekends	Interview Application	Essential