

Job Description

Job Title:	Administration Assistant
Employed by :	Challenge Wales
Accountable to:	The Board of Trustees / Chairman
Line Managed by:	Business Development Manager
Essential Checks:	Enhanced Disclosure and Barring Service (DBS) check
Working Hours:	24 hours a week (some hours may be on weekends or evenings)
Type of Position	Permanent position
Salary:	£15, 269 (pro rata – based on 37.5hrs)
How to apply:	Apply with a covering letter to reservations@challengewales.org , stating why you are suitable for the role, together with a CV. Closing date 24 th May 2018.

Purpose of the Role:

The aim of this role, which reports to the Business Development Manager, is to assist in the day to day running of the charity.

The successful candidate will need to have good communication skills and be organised to be able to process paperwork in a timely way. The candidate will be working on their own at times and also as part of a team and be able to use their own initiative to get tasks done.

Tasks & Responsibilities

You will be involved with:

- Assisting in the day to day running of the charity, such as dealing with telephone/email enquiries and administrative tasks.
- Manage bookings and paperwork from groups, companies and individuals
- Managing crew voyage requests
- Coordinating feedback forms and reporting on findings
- Maintaining filing systems
- Championing the Challenge Wales brand and raising the profile of the charity
- Ensure volunteer forms are processed and crewing instructions are communicated to volunteers



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- Update the database on a regular basis
- Process bursary forms and thank you letters ready for submission to funders
- Help develop presentations using Powerpoint
- Help organise events e.g. volunteer evenings
- Help prepare newsletters to volunteers, customers, companies and youth groups
- Assist in updating the website
- Process purchase orders
- Establishing working relationships with key contacts and supporting the Trustees and other team members
- Attending meetings with partners and organisations
- Other tasks as and when required which relate to the job

Personal Specification

The successful candidate will:

- Have the ability to work on their own initiative
- Be energetic enthusiastic, hands-on and willing to work hard
- Possess very good communication skills both verbal and written. Have a very good telephone manner
- Have experience of undertaking administrative tasks
- Have the flexibility to work evenings and weekends to attend events when required
- Have organisational skills and the ability to prioritise work effectively to juggle many tasks at once to tight timescales
- Have strong computer skills in Microsoft office, Outlook, Excel and other various presentation and database programs
- Be a team player

Highly desirable

Previous experience in a similar role.

Advantageous (but not essential)

- Welsh speaker
- Experience of Salesforce database
- Experience of email tools such as Mailchimp
- Experience in Wordpress

Essential

- GCSE passes at English (C) and Maths (C)

All employees are expected to take responsibility and comply with Challenge Wales' policies and procedures. There is a one month probation period.

Further information on Challenge Wales can be found at www.challengewales.org



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This role has been created as Challenge Wales [charity] is supported by the European Regional Development Fund through Welsh Government and through the Social Business Growth Fund, which is managed by WCVA (Wales Council of Voluntary Action).



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