

The Anchor Society Administrator Part-Time

The Anchor Society is an innovative local charity, whose core mission is to improve the emotional, financial and social well-being of older people in need, who are resident in the greater Bristol area. For more information see www.anchorstheatre.co.uk.

The Role:

Reporting to and working closely with the Chief Executive, in a small busy office, the role will encompass a broad range of administrative duties which will include:

- Providing support to the Chief Executive, to enable the delivery of the charity's strategy.
- In conjunction with the President, you will be responsible for organising and delivering an annual appeal and various events throughout the year (3-5 per annum).
- Maintaining records; including Members, Trustees, Volunteers, Beneficiaries and the Donor database, ensuring that they are reviewed periodically and updated as necessary.
- Supporting the Treasurer; making sure that accurate accounting records are kept, including donations, payroll and general expenditure.
- Liaising with Trustees, Members, Volunteers, Supporters and others involved with the charity.
- Office management; including IT, printing and stationery requirements etc.
- Taking minutes at meetings, when required.

Knowledge and experience:

- You will be caring, calm, efficient and proactive, with previous experience of working in a small office. The ability to prioritise and manage your workload and use your own initiative is essential.
- A broad skill set is required, with a flexible attitude to undertaking a variety of tasks.
- Competent use of Microsoft Office products, including a Microsoft Access based database, is essential.
- You will need to be numerate and undertake a variety of accounting procedures. Familiarity with basic PAYE tools is also desirable.

The Person:

- An ability to pick up systems and processes quickly is key.
- You should be able to demonstrate competent oral and written communication skills, a good telephone manner and sound numeracy.
- You will have strong organisational skills, be accurate and thorough.
- This role would suit someone who is happy to work alone in the office and turn their skills to a wide variety of tasks as required.

Remuneration: £11,733 pa pro rata (£27K FTE)

Hours of Work: 16 hours per week Monday to Thursday

Location: 29 Alma Vale Road, Clifton, Bristol BS8 2HL

Holidays: 5 weeks per annum + Bank Holidays pro rata

How to apply:

Full CV and covering letter to the Chief Executive, Richard Pendlebury

Email: recruitmentanchor25@gmail.com