



Job Description for the role of Administrator

Skills of the Administrator

- The Administrator shall be expected to:
 - be self-motivated and able to work independently
 - be organised, with strong communication and secretarial skills
 - be able to deal with a diverse range of people especially those who are vulnerable
 - help, guide and support the national committee by communicating effectively, listening attentively, empathising, maintaining confidentiality and demonstrating patience and tolerance

Duties of the Administrator

Communication

- To be the focal point of communication between trustees, members, and the general public via telephone, by email and letter; respond to calls from the help line and refer to trustees and others members as necessary.
- To liaise - in person, by email or telephone - with staff at St Paul's Church Centre, Rossmore Road, London NW1 6NJ as the postal address for Being Alongside/APCMH.
- To liaise with the Association's Publicity Officer in connection with the Association's website; to upload suitable material as required.
- To be the first point of contact for receiving applications for bursaries/befriending monetary awards.
- To liaise with branches in all matters associated with the work of the Association as and when required.

Membership Records

- To maintain up-to-date membership records; with trustee help, distribute paper copies of the Association's magazines/newsletters.
- To act as General Data Protection Regulations (GDPR) Officer for the Association.

Committee Meetings

- Attend meetings of the Management Committee (usually six per annum); distribute agenda, minutes and other papers for the meetings; take accurate minutes of the meetings and maintain original signed minutes.
- Make all necessary preparations for the Annual General Meeting including, *inter alia*, booking the venue, advertising and giving notice in accordance with the Articles of Association; liaising with the Chair and branches for production of their annual reports; preparing agenda and financial papers for the AGM and taking accurate minutes for approval by the Chair.

Financial

- Undertake general banking and financial duties for the Association including maintaining the Association's account with the Charities Aid Foundation.
- Maintain appropriate financial records covering financial receipts and payments, working with the Hon Treasurer (when appointed).
- Maintain Gift Aid records, including subscription/donation forms, accurate records of donors and donations; prepare annual Gift Aid tax refund claim for Hon Treasurer.
- Complete the Association's annual insurance application.

Returns and Annual Report

- Send out to and receive annual financial returns from branches; prepare annual accounts for Hon Treasurer and Auditors.
- Prepare annual returns to Charities Commission and Companies House notifying statutory bodies of changes to registered office, directors/trustees and officers for signature and submission by Company Secretary.

Assistance for Committee

- As and when reasonably requested, to provide such other support for trustees, committee members and the association's Officers.

The Association's responsibilities

Remuneration

- The Association will pay the Administrator as a self-employed contractor the sum of £4,500 for undertaking this work. Payments will be made against invoices submitted by the Administrator.
- The Administrator's charges shall be subject to an annual review in the month of June, although such review should not imply that the payment for the services received will necessarily be increased.

Review of conditions

- The Administrator's duties shall be subject to an annual review in the month of June. This review will be undertaken by a Trustee of the Administrator's choosing, confirmed by a simple majority of the Trustees.

January 2021