# Job Description

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| **Job Title:** | Central Admin Officer |
| **Salary** | £22-24K + benefits depending on experience |
| **Location:** | Wood Centre for Innovation, Stansfeld Park, Headington OX3 8SB and remote working |
| **Responsible to:** | Head of Finance & Administration |
| **Working Arrangements:** | Full time (37.5 hours). No overtime paid but time in lieu. |
| **Holiday:** | 25 days per annum Pro Rata. The holiday year is Jan - Dec |

**Background information**

* *The Oxford Trust,* established in 1985, is a charity with the mission to encourage the pursuit of science and enterprise. We do this by running programmes in enterprise, education and engagement. **Science Oxford** is our public and education brand.
* The charity is run by a board of trustees, all of whom hold, or have held, leading roles in business, education or the sciences.
* The position of **Central Admin Officer** is one of 19 full and part-time posts currently employed by the Trust. Our experienced team works with a wide range of stakeholders across the region, enhancing innovation and bringing science to life for young people, their teachers and families.
* The Trust owns two sites in Oxford; the **Oxford Centre for Innovation** in the city centre and **Stansfeld Park** in Headington. This site is home to the **Wood Centre for Innovation** and the **Science Oxford Centre** (SOC) – a hands-on indoor/outdoor facility for early years and primary-aged children.

**The Role**

We are looking for someone to join our team who has good organisational, administrative, interpersonal and communication skills; who is able to work efficiently, and exercise discretion and confidentiality.

* The Central Admin Officer will provide a range of administrative support within the Trust’s busy office to ensure that our day-to-day activities operate efficiently and effectively.
* The Central Admin Officer will report directly to the Head of Finance & Administration and supports the Trust’s CEO, Operations and Education activities.

**Detailed Job Description**

**Key Tasks:**

1. **Day to day operations:**
   * To deal with general enquiries (including Science Oxford enquiries) from clients, partner organisations and supporters received by telephone, email and face to face.
   * To be the liaison point for local enquiries from the public.
   * To order and maintain stationery and office supplies.
   * To oversee incoming and outgoing post.
   * To operate and maintain (electronic and hard copies) an effective system for filing of all documents, to help ensure that all **legal data record** requirements are maintained.
   * To help the Head of Finance and Administration manage the development of good administrative practice across the organisation including maintaining and developing procedures, records and systems as appropriate.
   * To help review and update **health and safety** policies and assist the Operations & Impact Manager with compliance.
   * To help the Operations & Impact Manager and Director of Communications with monitoring of **data protection** laws and policies.
   * To arrange annual testing for electrical equipment and safety devices.
   * To undertake any other duties as may reasonably be required.
2. **HR**

* To assist line managers with the recruitment of new staff, including training and induction.
* To assist the Head of Finance & Administration, CEO and Senior Leadership Team (SLT) in ensuring that the Trust has suitable and robust **HR and Health & Safety** policies and procedures.
* To update and maintain **Breathe HR system**, record annual and sick leaves and keep all HR files up to date within the system.
* To work within the policies and procedures of the Trust and apply consistent principles of diversity and equal opportunities throughout the work of the charity.

1. **Financials**

* To provide support to the **Head of Finance and Administration** in credit control.

1. **Information** **Technology**

* To support, where appropriate, users of the organisations IT platforms and liaise with service providers.

**General management**

Like everyone else, the Central Admin Officer must **take responsibility for their own personal management and development** and **manage physical resources effectively**, including:

* Responsibility for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the health and safety policy.
* Ensuring that the Trust’s equal opportunities policies are followed and actively practice social inclusion within own area of service.
* Reading and responding to the organisations communications and information when disseminated.
* Ensuring that all resources (including IT hardware and software) are used safely, legally and efficiently.
* Complying with standing orders, financial regulations and all other Trust policies and systems for ensuring financial probity

This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post-holder) subject to the needs of the Charity, and in keeping with the general profile of this post.

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**WORK EXPERIENCE, SKILLS, KNOWLEDGE & BEHAVIOURS**

**Essential requirements:**

* Educated to A-Level standard or equivalent.
* 2 years + administration experience
* Competent with Microsoft Office
* Good time management skills

#### Preferred Skills and Knowledge

* Degree or other relevant qualifications an advantage but not essential.
* Strong communication and interpersonal skills
* Excellent organisational skills (i.e. ability to undertake work programmes to meet deadlines).
* Excellent team working skills demonstrating sensitivity to others’ views and ability to show consideration and empathy.

***Preferred Behaviours***

* A team player who can contribute and shape ideas
* A self-motivator who can plan own work schedule, to work flexibly and deliver to deadlines.
* Able to build strong working relationships with colleagues, partners and stakeholders.
* Demonstrate the Trust’s values with a high level of commitment to the organisation.