



# Office Administrator

**Job Title:** Office Administrator  
**Location:** The Cellar Trust, Fairfield Road, Shipley BD18 4PQ  
**Responsible to:** HR & Projects Lead  
**Hours of work:** Full time: 37.5 hours per week, Mon - Fri  
**Salary:** £21,035 FTE per annum  
**Contract:** Fixed term for 12 months  
**Holiday allowance:** 25 days per year plus bank holidays, pro-rata  
**Informal enquiries:** Polly Mellor (HR & Projects Lead)  
01274 586 474 or [polly.mellor@thecellartrust.org](mailto:polly.mellor@thecellartrust.org)  
**Applications to:** [recruitment@thecellartrust.org](mailto:recruitment@thecellartrust.org)  
**Closing Date:** 4pm Friday 09 July 2021  
**Interview Date:** Thursday 15 July 2021

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## General

The Cellar Trust is an equal opportunities employer and applications are welcome from all sections of the community, particularly BAME and LGBTQ communities who are underrepresented within the organisation.

We are a Disability Confident employer, and offer a guaranteed interview to candidates with a disability who meet all the essential criteria in the person specification. If you would like to request a guaranteed interview because of a disability, or you would require any reasonable adjustments at the interview stage of the recruitment process, please specify this in your application.

Please note that CVs will not be accepted and applicants must use the Experience section of the application form to state how they meet all of the essential criteria in the person specification. If you would like a copy of the application form and related documents in another format, such as a paper copy, please email [recruitment@thecellartrust.org](mailto:recruitment@thecellartrust.org)

Only applicants invited to interview will be informed – if you have not been contacted within two weeks of the closing date then you have not been shortlisted. Feedback will only be given to applicants who are unsuccessful at interview stage. If you would like to request any reasonable adjustments at interview stage of the recruitment process please specify this in your application. The successful candidate will be required to undertake a basic Disclosure and Barring Service (DBS) check.

## Job Purpose

We are looking for an experienced administrator to support our HR, PA and governance requirements. We are a dynamic and growing charity with approximately 70 staff and 30 volunteers to support. Ideally you will have proven experience working in human resources or PA work. You must have excellent IT skills, be able to handle sensitive information confidentially, and have superb attention to detail.

As a value driven mental health charity we are also looking for someone who is passionate about mental health and making a difference and who is able to work sensitively with staff, volunteers and clients.

You will cover a range of administration, HR and governance related duties including, but not limited to, supporting recruitment, induction & training; processing DBS checks; maintaining electronic employee records; developing and managing office systems and processes and providing secretariat for various meetings and boards. You will also work closely with the senior leadership team and CEO to provide efficient and effective PA support, which will include diary management, scheduling meetings, taking notes, organising papers and files and providing general 1-1 administration duties.

### **Job Location – COVID-19**

Due to the COVID-19 pandemic there are some changes to how our main Shipley premises is currently operating. The Cellar Trust building is currently open for all essential client facing and operations staff to work in. For all other non-client facing roles there is a requirement to work from home where possible unless it is necessary to be onsite. However, for wellbeing purposes we are also offering a rota basis for these staff to be onsite some of the time. Your role will currently require a mix of working from home and onsite until the restrictions are fully lifted, at which point your role will be based at Farfield Road. Therefore, you will need to have a suitable space to work at home, with access to the internet and the ability to make confidential calls and attend virtual meetings. You will be provided with all equipment necessary to do this.

### **Accountability**

- Responsible to the HR & Projects Lead
- No direct line management responsibility.

### **Key duties and responsibilities**

#### **Human Resources**

- Maintain employee records using our online HR management system – to include uploading documents, creating new users, amending records and responding to related staff queries.
- Support the recruitment process to include: pre-recruitment – advertising posts, managing the application process, arranging interviews and preparing all paperwork; post recruitment - take up references, support new starter set up and associated administration.
- Produce and distribute employment contracts, contract variations and other associated employee correspondence.
- Coordinate staff training and inductions. This will include organising induction timetables, coordinating mandatory training for new starters and annual staff refreshers, liaising with training providers, assisting staff with training queries and ensuring training records are kept up to date.
- Carry out new and renewal DBS checks for staff and volunteers using an online system.
- Ensure that all HR records are kept in accordance with GDPR guidance and our internal data protection processes.

#### **Governance & PA tasks**

- Coordinate a calendar of key meetings and events to include staff meetings, away days, training sessions and board and committee meetings (online and face to face meetings)
- Take minutes at a range of meetings to include formal HR meetings, staff meetings and board meetings, which will include at least 4 evenings per year.
- Provide administrative support for trustee recruitment, induction and training.
- Maintain accurate Companies House and Charities Commission records.
- Provide administrative support for the Leadership Team, Senior Leadership Team and CEO, where necessary.
- Work on a one-to-one basis on a variety of tasks related to the senior teams' working life and communication.
- Devise and maintain effective office filing systems

## Other

- Support the recruitment and induction of volunteers when required to include processing application forms, arranging interviews, carrying out DBS and other pre-volunteering checks and arranging inductions.
- Assist in collating data and producing reports.
- Undertake other general administration support where needed across the organisation.
- Provide cover to reception when needed. This must include the ability to deal with all visitors, clients and customers often in busy and demanding circumstances.
- Undertake all mandatory training.
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.
- To work within all Cellar Trust policies and procedures including but not limited to equality and diversity, health and safety, confidentiality and data protection.

## Person specification

All aspects of the person specification will be assessed through the application form with additional questions at interview stage. Please ensure that all of the criteria below are addressed in your personal statement with examples/evidence for each aspect of the role.

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS</b>	GCSE English and Maths Level 4 or above, or equivalent experience	Training and / or qualifications in IT systems eg Excel, Word, PowerPoint, databases
<b>SKILLS &amp; EXPERIENCE</b>	At least three years' experience of working in a complex administrative role in a demanding office environment	Experience of diary management using Outlook or similar
	Skilled in data entry	Experience of HR administration and/or PA work
	Excellent attention to detail.	Experience of PA support for trustees and / or senior management
	Strong organisational skills including effective time management and multi-tasking.	Excellent IT skills including good knowledge of Outlook, Word and Excel and using online databases.
	Excellent written skills to include minute taking, preparing letters and other documents.	Experience of working in a mental health setting
	Ability to be flexible and manage conflicting demands on your time.	Experience of working in the voluntary sector
	Ability to work to tight deadlines.	Experience of customer or client facing work eg reception
	Deal with sensitive information with professionalism and maintain confidentiality at all times.	Experience of data collation and report writing
<b>KNOWLEDGE</b>	A range of knowledge relating to key administrative tasks and functions	Basic understanding of governance and trustee boards
	Basic understanding of HR processes and areas of work	Awareness of mental health problems and how they can impact on everyday life
	Knowledge of office management systems and procedures	Knowledge of the voluntary sector
	Understanding of data protection, GDPR and the need to maintain confidentiality in all areas of work	
<b>PERSONAL ATTRIBUTES</b>	Committed, passionate and enthusiastic about the work of The Cellar Trust	
	Commitment to work as part of a team including being prepared to work on tasks outside of immediate job description	
	Commitment to ongoing learning and development.	