

## Administration Officer Candidate Pack

### Summary of terms

---

<b>Job Title:</b>	<b>Administration Officer</b>
<b>Salary:</b>	£22,000 - 26,000, dependent on experience
<b>Hours:</b>	Full-time (37.5 hrs/week).
<b>Duration of post:</b>	Permanent
<b>Location:</b>	Our office and working from home, where appropriate
<b>Annual Leave:</b>	34 days including bank holidays (pro-rata)
<b>Other benefits:</b>	<b>Pension</b> - 7% of gross income contribution by the company; <b>health-care scheme</b> - through Westfield Health; contractual sick pay
<b>Closing date:</b>	21/05/21 – 9am

### Application process

---

The application pack contains the job description, person specification, and terms of the post. Applicants wishing to apply for the post must complete the application form (available to download from our website <https://the-rsc.co.uk/work-for-us>) and submit to [info@the-rsc.co.uk](mailto:info@the-rsc.co.uk) by the deadline.

Shortlisted candidates will be notified on 21/05/21. Interview dates will be confirmed at this stage but are likely to be in the week commencing 24/05/21.

For an informal discussion about the post, please contact Adam Rollitt on Tel 0114 354 0012 or [adam.rollitt@the-rsc.co.uk](mailto:adam.rollitt@the-rsc.co.uk)

### Introduction to River Stewardship Company

---

Our vision is of **better waterways for people, places and wildlife**. We deliver this through a portfolio of commercial waterway maintenance and enhancement projects, as well as a programme of community engagement and social impact activity designed to inspire, support and connect local communities. We call this programme 'Riverlution'.

## Purpose of the job

---

We are seeking an experienced, well-organised individual to provide administrative support across a range of key functions within the company.

With the option to work flexibly within our Sheffield-based office and from home, the Administrative Officer will work across finance, HR, office management, operations and projects/service delivery.

The post holder will be responsible to the Chief Executive and work closely with the Senior Leadership Team and all staff within the company.

## Specific duties and responsibilities

---

### *Finance (supporting the Finance Director):*

- **Purchasing and expenses.** Maintain purchase ledger and process purchase invoices within our cloud-based project management and accounting software. Raise purchase orders, where required. Coordinate and support staff with the submission of expenses.
- **Payments.** Support the Finance Director in making and scheduling payments.
- **Payroll.** Support the Finance Director in the completion of payroll duties (each month).
- **Sales invoices.** Support the Finance Director and Project Managers in the creation of sales invoices (where, required) and follow-up on overdue invoices.
- **Monitoring and review.** Support the Finance Director in the monitoring and reporting of overhead (and projects) spend.
- **Petty cash management.** Petty cash is rarely used now, but it may be used very occasionally in the future.

### *Human Resources (supporting the CEO, acting as HR Lead):*

- **HR management software.** Manage (act as 'Super User') for our simple HR management software (Breathe HR).
- **Recruitment.** Support others in the creation of and administration around job adverts.
- **Pre-employment and induction.** Carry out pre-employment checks (e.g., employment references, DBS checks etc.) and with line managers, coordinate inductions for new starters.
- **Support for staff.** Monitor and support line managers and other staff in the completion of basic HR activities (e.g., managing annual leave and sickness absences, performance management etc.).
- **Competence management.** File and manage certificates of competence; monitor and flag expiring training alerts; book and organise training and development.
- **PPE and uniform.** Ordering and recording the issue of uniform, PPE and other personal items.

***Operations and service delivery (supporting the Operations Manager and others within the Senior Leadership Team):***

- **Equipment, vehicles and internal assets.** Assisting the Operations Manager and the Senior Leadership Team with the coordination of equipment inspection and maintenance. This will include actioning alerts and notifications and ensuring that external (e.g., LOLER, PAT testing etc.) and internal inspections and maintenance are booked and undertaken.
- **Fire Safety.** Ensuring that the Fire Safety risk assessment and evacuation procedure is up-to-date and has been communicated to all. Ensuring that the fire equipment is under the appropriate inspection and maintenance routine. Ensuring that fire safety and other related building safety checks are carried out, e.g. testing fire alarms, checking fire doors, coordinating fire drills etc.
- **Project administration.** Support Project Managers with the administrative elements of projects, as the need arises. This may include procuring materials, communicating with stakeholders or completing/collating project records.
- **Project development and tendering.** Supporting the Senior Leadership Team when developing projects and responding to opportunities. This may include downloading and completing basic elements of tender documents.
- **Waste Management.** Support the Operations Manager in coordinating the management of office and operational waste. Includes booking collections and management of waste transfer notes, licenses and exemptions.
- **ISO management systems.** Assist in the maintenance of ISO-certified systems for health and safety, environmental and quality management.

***General Admin/Office Management:***

- **IT hardware/software.** Maintain the office IT (hardware and software) and telephone systems; liaising with suppliers, support providers, etc. and arranging repairs, replacements or upgrades.
- **Data, documents and records.** Maintaining electronic (and paper-based, where still in use) documents and data use and storage. May also include writing and maintaining certain procedures and processes.
- **Office housekeeping.** Coordinating office cleaning and maintenance regimes.
- **Office equipment stock management.** Monitor levels of office stationary and equipment and replenish as required.
- **General enquiries and post/deliveries.** Answer the phone, check voicemail and deal with enquiries; signposting and passing on, as required. Open, forward on and file/store post and deliveries.
- **Minute-taking.** Take minutes for internal team meetings, as required (~2 meetings per month).

Person specification – about you

Skills and Experience and personal qualities (E – Essential, D – Desirable)	Method of Assessment
<p>Candidates should be able to demonstrate:</p> <ul style="list-style-type: none"> <li>• <b>Experience.</b> Experience in a similar administrative role (E)</li> <li>• <b>Knowledge.</b> A qualification in Administration (NVQ or similar) (D)</li> <li>• <b>Excellent organisational skills</b> to manage your own workload and to maintain a comprehensive oversight of everything which is happening in the organisation (E)</li> <li>• <b>IT literacy.</b> Proficient in the use of common IT software (Microsoft suite) and able to pick up and use other software which we use to underpin and manage our HR (Breathe HR), accounting (Xero) and project/field service/operations (simPRO) functions (E)</li> <li>• <b>Initiative and drive.</b> We don't just need you to be reactive, responding to needs as they come in. We need someone who is always looking to create efficiencies, streamline operations and see the bigger picture to the benefit of themselves, their wider team and the business as a whole (E)</li> <li>• <b>Excellent communication skills and a personable outlook</b> to field communication from customers and staff, and to work with other staff to prove administrative support and guidance (E)</li> <li>• A commitment to the <b>personal and professional development</b> of yourself and others (E)</li> <li>• An understanding of and commitment to <b>equal opportunities</b> (E)</li> </ul>	<p>APPLICATION FORM/ INTERVIEW</p>