



Admin Assistant – Blackpool Tiggers/ MyTownTiggers

Job Summary

Salary £11,999-14,999

Reference Admin/02-08

Location All Saints Hall
98BPark Road Blackpool

FY1 2ES
37.5 hours per week.
Hours Some out of hours working required
Job Share Considered
Previous Applicants need not re-apply

Closing Date July 14, 2008

Available as job share/part time

Job Description

This is a key post, working closely with the Operations Manager of Blackpool Tiggers and the Franchise Development Manager of MyTownTiggers. The candidate will be required to provide effective organisational and administrative support for both organisations. It requires a committed and enthusiastic administrator, with drive, energy, and a determination to build on success.

Key duties will include:

- Full administrative and clerical support
- Word processing
- Minute taking and the production of accurate records
- Maintaining effective filing systems both manual and electronic, including data sensitive material in the volunteer and membership database
- Taking telephone calls on behalf of the organization
- Processing incoming and outgoing post
- Communication with clients and support volunteers, including email and txt
- Admin support for booking courses, conferences and meeting etc.

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* Formulating guidance on administrative processes to aid new groups becoming established.

Blackpool Tiggers is committed to safeguarding and promoting the welfare of children. This post is subject to satisfactory References, CRB and Medical Clearances and Proof of legal working in accordance with the Asylum and Immigration Act 1996.

If you have not been contacted within three weeks of the closing date, please assume your application has been unsuccessful on this occasion.

Job Outline

Title: Administrative Assistant
Section: Blackpool Tiggers Office
Reports to: Operations Manager
Responsible for: Administrative Support to
Post No: Admin 01-08

Purpose of Job

To be an essential component of Blackpool Tiggers. Providing effective administrative support to the Operations Manager, Exec Committee and Board of Trustees.

Ensuring everything is delivered to the work plan

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Main Responsibilities

To provide high quality administrative support for operation of Tiggers including direct administrative support to the Operations Manager. To undertake accurate word processing of letters, documents, and reports including power point displays. Some knowledge of process mapping and excel desirable.

To provide a wide range of general office administrative functions including processing incoming and outgoing post, telephone enquiries, photocopying etc. In conjunction with managers, design and produce leaflets, documents and publications as required.

To create and maintain manual and computerised records, files.

Create and compile reports and to manipulate and translate data into a meaningful form. To take accurate minutes of meetings as operational manager Maintain an effective filing system both manual and electronic. To deal courteously and effectively with internal and external general enquiries. Deal appropriately with incoming telephone calls, redirecting calls and taking

accurate messages as necessary. To maintain confidentiality at all times. To oversee maintaining adequate supply of basic stationery items and order

supplies and services within the CWAN team.

To ensure the office space is tidy and confidential material is stored appropriately To undertake any other duties commensurate with the level of the post as

required by the Operational Manager or as determined by the executive committee or board of Trustees. To be prepared to undertake some work out of hours due to the nature of the activities of the club, with prior arrangement and in response to the work programme

To use available channels to convey timely information on activities and services

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through a range of locally available networks and newsletters.

Prior knowledge of autism is desirable but appropriate training will be given as required Monitoring progress and providing feedback against the work plan

Delegation and supervision of administration tasks undertaken by volunteers in the manager's absence.

Specific Responsibilities

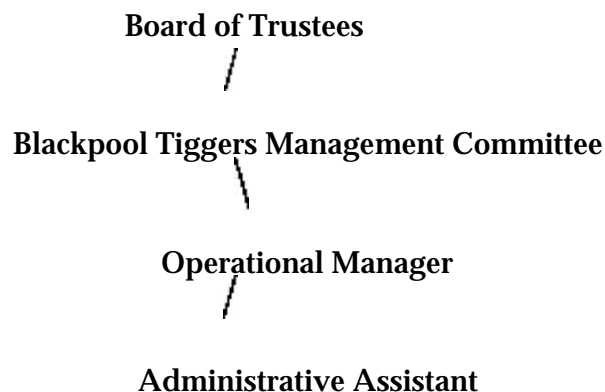
The maintaining of records for session attendance, volunteer hours, payments for services.

To co-ordinate and provide administrative assistance for courses, conferences and meetings including booking venue, refreshments, etc.

To answer general enquiries and action or refer appropriately

To formulate and test easy to follow guidance on processes involved in administratively supporting the club to deliver it's services, liaising with the Franchise Development Manager in creating support materials for potential and secured franchisees.

Place in Departmental Structure



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