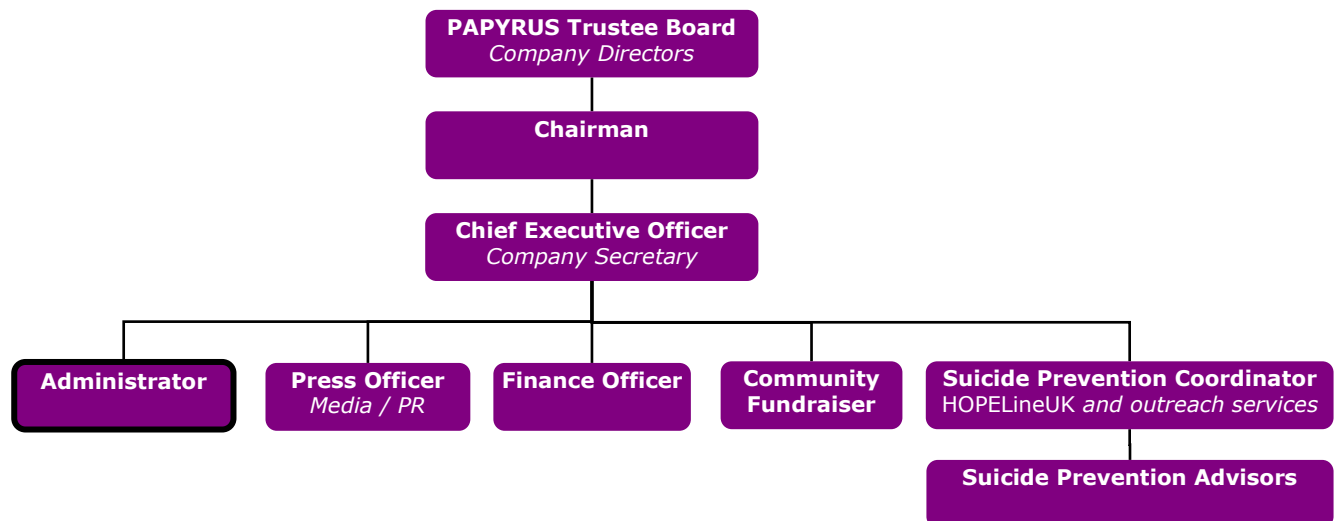


## JOB DESCRIPTION

PAPYRUS is the national UK charity dedicated to the prevention of suicide and the promotion of positive mental health and emotional wellbeing in young people.

1. **DESIGNATION** Administrator
2. **HOURS** 36 per week
3. **SALARY** NJC Scale 18-21
4. **LOCATION** Registered Office, Warrington
5. **RESPONSIBLE TO** Chief Executive Officer
6. **ACCOUNTABLE FOR** None
7. **ORGANISATION STRUCTURE**



8. **PURPOSE OF POST** To provide administrative support services within the charity
9. **KEY RELATIONSHIPS** PAPYRUS Members; PAPYRUS Chairman; PAPYRUS Staff and Volunteers; Board of Trustees; PAPYRUS Press Office

### 10. MAIN DUTIES AND RESPONSIBILITIES

#### 10.1. Provide PA support to CEO

- 10.1.1. Ensure CEO and trustees have relevant paperwork when required.
- 10.1.2. Offer diary and appointments support to CEO.
- 10.1.3. Arrange and organise meetings as agreed.
- 10.1.4. Offer hospitality to visitors to the office.

- 10.2. Establish and maintain efficient and effective administrative support systems:**
- 10.2.1. Report any relevant office issues to line manager as soon as possible and undertake agreed actions.
  - 10.2.2. Maintain contact with general office (landlord) on behalf of the CEO.
  - 10.2.3. Manage the office diary.
  - 10.2.4. Ensure signing in and out of staff and visitors.
  - 10.2.5. Prepare reports and correspondence as requested.
  - 10.2.6. Deal sensitively with all enquiries.
  - 10.2.7. Direct telephone, postal or email enquiries to the appropriate member of staff.
  - 10.2.8. Maintain and update the membership database and maintain contact with membership within agreed protocols.
  - 10.2.9. Liaise closely with the Community Fundraiser and the Finance Officer in order to maintain consistency in relation to members /supporters and income received.
  - 10.2.10. Attend Business Meetings as requested, take minutes and disseminate within agreed timeframe (usually within a week of when the meeting took place).
  - 10.2.11. Ensure that computer and network data is backed up regularly and that correct security and administration procedures are maintained.
  - 10.2.12. Ensure that relevant returns are submitted appropriately in relation to the Charity Commission, Companies House, Insurance, Funding Bodies and other Contracts
  - 10.2.13. Ensure completion of tasks within appropriate timescales.
  - 10.2.14. Set up and maintain the Policy and Procedures Manual, ensuring that staff have up-to-date copies of agreed protocols at all times.
  - 10.2.15. Set up and manage stock control and manage requisition according to policy.
  - 10.2.16. Respond to orders and other requests for information, from stakeholders, by phone, mail and email, according to policy.
  - 10.2.17. Maintain the circulation list and oversee the distribution of the newsletter.
  - 10.2.18. Assist in producing visual aids / presentation material for PAPYRUS representatives.
  - 10.2.19. Contribute to the updating of information on website and in literature as required.
  - 10.2.20. Ensure that the website domain is registered and appropriate fees paid.
  - 10.2.21. Respect confidentiality within PAPYRUS policy and manage data appropriately in line with the Data Protection Act 1998.
  - 10.2.22. Understand relevant duties and manage matters relating to safeguarding of children and vulnerable adults within PAPYRUS policy.
  - 10.2.23. Attend and contribute constructively to regular line management supervision and appraisal protocols.
  - 10.2.24. Attend the AGM and any PAPYRUS events where required.
  - 10.2.25. Help to plan, contribute to and attend PAPYRUS conferences and seminars as required.
  - 10.2.26. Attend training courses as required.

11. **ADDITIONAL DUTIES** It is the nature of the work of PAPYRUS prevention of young suicides that tasks and responsibilities are in many circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises and when tasks not specifically covered in their job description have to be undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.
12. **CONFIDENTIALITY** It is expected that all PAPYRUS employees understand that our work is confidential and that neither details about those who use its services nor any other PAPYRUS business should be divulged to members of the public. A confidentiality agreement must be signed on taking up this post. Further details are outlined in the PAPYRUS Confidentiality Policy.
13. **BASIC PRINCIPLES** The post holder is expected to be familiar with and have regard to the ethos and values of PAPYRUS and work within that framework. He/she must be prepared to operate without prejudice to all who approach PAPYRUS or work with the organisation at any level.
14. **CONDITIONS OF SERVICE** Conditions of Service are broadly in line with those set out by the National Joint Council for Local Government Services. PAPYRUS has a probationary period of 6 months for all posts. Appointment to this post may be subject to satisfactory Enhanced CRB Disclosure and/or completion of Vetting and Barring Scheme checks.
15. **QUALIFICATIONS** See Person Specification