

## Administrator Headway Northampton

Salary: £8.25 per hour with ability for progression.

Working hours: Up to 16 hours per week – working hours and days negotiable.

### Main Responsibilities

- Welcoming and greeting clients and visitors.
- Answering all incoming calls and directing appropriately.
- Administration duties such as letter writing, copying, updating records, calibrating and filing information.
- Preparation of documents for meetings including AGM.
- Maintain unit diary and contact lists.
- Organisation and maintenance of charity related paperwork including standards and procedures.
- Maintaining records in accordance with GDPR.

### **Person Specification**

Headway Northampton supports brain injured people and their families in Northampton. We are in looking for looking for an enthusiastic, motivated and reliable administrator.

This is a key role, and the successful candidate must have proven experience of administration. The individual must be able to excel under pressure and work efficiently as a member of a small team.

Experience of all Microsoft packages is essential, as well and excellent communication and organisational skills. Strong written and verbal use of the English language is essential.

Experience in non-profit organisations and charities is desirable. The successful candidate must be aware of equality and diversity issues, particularly in relation to the needs of our service users.

The successful candidate must also have proven professional integrity and a commitment to their role.

Applications for this role can be made in the form of CV and covering letter sent electronically to [margot@headwaynorthampton.org.uk](mailto:margot@headwaynorthampton.org.uk) or by post to Headway Northampton, Heathfield Way, Kings Heath, Northampton, NN5 7QP.

Please contact Margot Basketfield (Manager) if you wish to discuss the role in more detail.

Full job description available on request.

Closing date for applications: when sufficient applications have been received.

Interview date: TBC

**No agencies please.**

