**Light Project Peterborough**

**Administrator**

Light Project Peterborough was started by a group of Christians who believe in showing their faith in action. LPP is in place to serve the city and those in need.

**Purpose of Post**

This post serves to support the effective administration activities of Light Project Peterborough.

As part of a team of staff this role will provide support to the teams of Light Project Peterborough in matters of administration, office, volunteer and projects support.

Taking an active interest in the development of the charity and those around the post holder will have a passion for the ethos and values of Light Project Peterborough.

**Role reports to**

Light Project Peterborough Chief Executive Officer

**Main Duties and Responsibilities**

* Answer and direct telephone calls
* Plan meetings and take detailed minutes
* Write and distribute email, correspondence memos, letters and forms
* Assist in the preparation of regularly scheduled reports
* Develop and maintain a filing system
* Order office and other project supplies and research new deals and suppliers
* Maintain contact lists and complete rotas
* Submit and reconcile expense and HR reports
* Type and process various documents and electronic information
* Adhere to stated policies and procedures relating to health and safety
* In addition to the duties set out in this job description the post holder may at times be required to undertake additional or other duties to meet the needs of Light Project Peterborough

**Person Specification**

|  |  |
| --- | --- |
| Experience and knowledge of | Essential/Desirable |
| Working as an administrator | E |
| Working within the voluntary/faith sector | D |
| Projects that deliver in partnership with churches and other organisations | D |
| Knowledge of office management systems and procedures | E |
| MS office (Word, PowerPoint and Excel) | E |
| GDPR | E |
| Safeguarding | D |
| Qualifications |  |
| Business Administration or other relevant training/qualifications  | D |
| Skills |  |
| Self-motivated, able to work alone as well as in a team | E |
| Ability to work to a high standard with an attention to detail | E |
| Excellent IT, verbal and written communication skills with service users, colleagues and other organisations | E |
| Good time management skills, including the ability to prioritise and plan work to meet deadlines | E |
| Be able to demonstrate initiative and creativity in finding solutions to complex issues | E |
| Strong organisational skills with the ability to multi task | E |
| General  |  |
| Maintain and observe conditions of health and safety | E |
| Willingness to develop within the job and undergo relevant training | E |
| Respect and sympathy for people struggling with chaotic lifestyles and/or life-controlling addictions | E |
| Be committed to Equality and Diversity | E |
| Be positive, patient and adaptable under pressures | E |
| Recognition and respect of the Christian ethos of the charity | E |