

Irish Community Services working in Greenwich, Bexley & Lewisham

Project Support Officer

Role Description

Post status: Full time (16 hours per week)

Contract Term: 12 months initial contract: Continuation subject to funding

Reports to: Director

Salary: £10.85 per hour.

Deadline to Apply: 1st November 2021

We are looking for a dynamic, motivated, and enthusiastic person to provide support to all our projects and Executive Director. Irish Community Services runs several projects including, Elder's Outreach, Advice & Health, Carers' support, Weekly Socials & Volunteers. All projects work with the Irish Community in South East London supporting them with various needs, and providing various activities and groups for the community to take part in. This role will provide various levels of support to all projects, and the post holder will be required to provide some administrative support to the Executive Director of the charity.

The successful applicant will have experience as an administrator or similar. The successful applicant will have excellent verbal and written communication skills and will have thorough experience working with Microsoft Word, Excel and Outlook. They should be able to organise and manage their workload with minimum supervision ensuring that all aspects of their work are to a high standard. ICS actively encourages and supports volunteers in the delivery of our services and the candidate appointed should be able and willing to work effectively with volunteers.

Main Responsibilities

- To be responsible for an administrative service to the organisation.
- To undertake telephone duties and deal with incoming & outgoing mail.
- To maintain an efficient filing system on the Irish Community Services network.
- To maintain stock of stationary and be responsible for ordering.
- To provide a minute-taking service for staff meetings, Board meetings and as directed.
- To maintain the organisation's contacts database.
- To provide support to staff and volunteers with media such as service user newsletters and leaflets
- To liaise with outside agencies as appropriate.
- To assist with the processing of new volunteers into the charity.
- To assist with the processing of DBS checks for new and current volunteers.
- To assist with the processing of invoices, contacting suppliers and monitoring utilities and meter readings.
- To support with various project events, fundraising events and other internal projects.

- To undertake additional duties as and when required by your line manager.

Our services are continuously developing to meet the needs of our community and the successful applicant will be expected to adapt and respond accordingly, which may involve additional responsibilities and changes to how they execute their role.

The postholder will:-

- Comply with all ICS internal policies and procedures;
- Maintain confidentiality and professional boundaries at all times;
- Maintain accurate and appropriate records of any duties undertaken;
- Carry out administrative tasks associated with the post and other duties as required by the Director and/or Trustees.
- Attend regular supervision with the Director and undertake training and professional development as directed.
- Maintain and develop current internal systems within the organisation.

See the person specification for further information.

These are the normal duties which ICS will require from the postholder. However, it may be necessary from time to time to perform other duties required for the efficient running of the organisation.