

Moor Allerton Elderly Care
Administration Officer
Job Description

Hours	24 hrs per week
Salary	£17,140 per annum, pro rata
Holidays	28 days per annum pro rata plus 9 statutory holidays pro rata
Responsible to	the Management Committee through the Project Manager
Base	57 Cranmer Bank, Moor Allerton

Purpose of the Job

To organise and administer the efficient running of the MAECare office and to organise systems and processes that support the activities provided for older people in the locality.

Main tasks

- To organise the MAECare office
- To support and organise the work of office based volunteers.
- To maintain the inventory and ensure a supply of office materials and provisions for activities
- To be responsible for the maintenance and good working of office equipment
- To support the Manager in the maintenance of premises
- To take responsibility for the production of a regular newsletter for older people
- To update the MAECare website and social media
- To oversee and update the MAECare database
- To carry out other marketing tasks as appropriate
- To organise a number of annual tasks such including membership subscriptions
- To provide admin support to the Management Committee
- Any other appropriate task as required by the Project Manager and Management Committee

Person Specification

Experience

- Working in an office environment E
- Organising processes and supporting other workers E
- Working in the community D
- Operating a database E
- Website Maintenance E
- Experience of Mail Chimp D

- Marketing D
- Working with older people D
- Being or working with volunteers D

Skills/knowledge

- Good level of computer competence, including DTP E
- High level organisational skills E
- Ability to keep accurate records, collate figures etc E
- Ability to work on own initiative, but to remain a part of the team E
- Ability to motivate others E
- Comfortable with social media E

Personal Attributes

- Able to empathise with older people E
- To have a respectful and non judgemental approach E
- To have an understanding of equality issues E
- Ability to communicate to team members and other professionals E
- Willingness to be as flexible as possible E
- Willing to undertake appropriate training E

A current DBS is required

March 2012

Reviewed December 2016 and August 2018