

## Administration and Communications Assistant: Application Pack

Thank you for your interest in our Administration and Communications Assistant Vacancy.

The application pack that follows contains:

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**Closing date: 16<sup>th</sup> January 2022**

**Interviews: 26<sup>th</sup> January 2022**

**To apply:** please send your CV and a covering letter highlighting how you meet the requirements of the person specification to: [info@bct.wales](mailto:info@bct.wales)

For an informal discussion about the job, please contact Emma Shepherd, Communications and Events Officer on 07736 158820.

## About BCT

Building Communities Trust (BCT) aims to help and support people and communities affected by poverty to develop solutions to local issues, improve wellbeing, raise aspirations, build social capital, promote social inclusion and increase resilience to challenging circumstances.

BCT has been delivering [Invest Local](#) – a major community building programme funded with a 10-year expendable endowment fund from the National Lottery Community Fund – since December 2015. The programme provides long-term funding of £1 million to each of 13 different communities across Wales to support people living in those communities to develop initiatives which strengthen their communities and address the impacts of poverty.

## Our Values

BCT supports communities to help determine their own future. We are enablers and supporters who believe in the capacity of people to take the right decisions to create better futures for themselves. Our staff are all strongly committed to these principles.

The BCT team is small and new and flat, with no extended hierarchy. This gives all team members the opportunity and the responsibility for being part of shaping the organisational culture and helping to ensure it is one that is fit to meet our goals and provides a fruitful working environment for everyone. Our size means that all our staff need to work flexibly and cooperatively, doing what's needed, be willing to make suggestions and think of new ways of doing things, and be willing to learn new skills as they go on.

## Job description: Administration and Communications Assistant

Reporting to the Communications and Events Officer and working closely with a small team, you will be responsible for the day to day running of an office, as well as assisting with communications and events.

Working with the Finance & Office Manager you will have responsibility for managing the office systems and servicing trustee board meetings.

Alongside this, you will work with the Communications and Events Officer on updating social media, the website, assisting with print production and organising events.

The post holder will also be required to work closely with the Chief Executive Officer and the wider team to provide administrative support.

This post requires someone who is able to take a high degree of responsibility, often working alone. You will be a self-starter and a team player with excellent organisational skills. An ability to work under pressure is a must. This post will suit someone who enjoys a variety and breadth of tasks.

### Key responsibilities but not limited to:

#### Office management and IT administration

- Supporting the Finance & Office Manager in maintenance of systems and controls.
- Maintaining the smooth running of the organisation's office, IT and phone systems.
- Ensuring that there are clear and agreed administrative systems, including paper and computerised retrieval and storage systems.
- Ability to maintain standard office filing systems.
- Purchase of stationery, other consumables and office equipment.
- Reception cover, to include dealing with general enquires by post, phone, email or in person.
- Liaise with suppliers to support office administration and communication activities; such as translation and printing, chasing invoices etc.
- Any other task that ensures the smooth running of the organisation.
- Representing BCT at appropriate meetings (eg for the tenants of the office building).
- Oversee the organisation's GDPR policy and procedures.
- Inputting invoices on to Sage Line 50

#### Governance

- Preparation for and organisation of all trustee meetings (including minute taking), supporting the Chief Executive Officer.
- Arrangement and forward planning of all the trustee meetings.
- Quality assurance of the papers and relevant supporting information.

### **Communications and Events Support**

- Assist with updating social media channels and website.
- Supporting the organisation of venues, catering and transport for events and visits.
- Attend and help out at events, workshops and community visits.
- Liaise with translators and printers to produce printed marketing materials.

This is not an exhaustive list. The post holder may be asked to carry out additional duties from time to time or, as required, by the developing needs of the service or organisation.

## Person specification

The following are **essential skills**: (candidates who cannot demonstrate these skills will not be short listed)

- A high level of IT competence, particularly in Microsoft Word and Excel.
- Good written and oral communication skills.
- Excellent organisational skills with the ability to prioritise.
- An eye for detail and an ability to ensure that work is undertaken with scrupulous accuracy.
- Ability to work both independently and as part of a team and to stay calm under pressure in a busy office environment.
- Honesty and a respectfulness of confidentiality.
- Ability to take minutes, draft agendas and liaise with board of trustees.

The following are **key** skills: (these skills are needed for the role but could be acquired on the job or through training within 6 months of appointment)

- Ability to take responsibility for all the office systems of a small, professional organisation.
- Experience of using social media in a professional context.

The following are **desirable** skills: (these skills are preferable, and would enhance the application)

- The ability to speak and write Welsh.
- Experience of working in a charity.

### **Personal Attributes / Attitude:**

- Professional approach to act as an advocate for BCT and its work.
- Commitment to working to and upholding BCT's values, ethos and culture.
- Ability to stay calm under pressure and keep 'big picture' focus.
- The ability to work with and see people and situations in a positive way.
- A willingness to work flexibly and respond positively to change.
- Values diversity and shows commitment to understanding the thoughts and opinions of others.
- A 'can-do' attitude and interest in personal growth and development.

## Conditions of Service

<b>Job title:</b>	Administration and Communications Assistant
<b>Responsible to:</b>	Communications and Events Officer
<b>Salary:</b>	£10,185 per annum (£20,370 pro rata)
<b>Base:</b>	Home and/or office-based working (with occasional travel within Wales).
<b>Annual leave:</b>	Twenty-five days plus bank holidays, pro rata
<b>Travel:</b>	Use of public transport is preferred; when this is not convenient staff may use their own vehicles or use the car rental system. Mileage rates are paid in accordance with recommended Inland Revenue rates.
<b>Hours:</b>	Your working week is 18.5 hours. You will be expected to work those in a way that ensures the requirements of the post are fully met and we will operate entirely flexible working hours to help make this happen.
<b>Pension:</b>	The post will attract a maximum contribution of 10% of annual salary to an approved pension scheme of your choice, or you can request to join BCT's auto enrolment scheme.
<b>Probationary period:</b>	The post is subject to the successful completion of a six-month probationary period