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|  Job Description |
| Job Title: | Activities Administrator |
| Hours (including working days) | 22.5 hours per week (Days of work and times negotiable) |
| Salary: Pro-rata/full time/part time | £18,135 (pro rata) |
| Responsible to: | Activities Manager  |
| Responsible for: | N/A |
| Primary Base: | Highcliffe House, Clifton Green, York, YO30 6BP  |
| **Aim of the post:** | Provide front line administrative support for the Activities Service at York Mind. |
| Main deliverables: |
| To provide a welcoming first point of contact for participants accessing the activities programmes delivered by York Mind.To provide administrative support to the Activities Manager, to ensure the smooth co-ordination and delivery of the activities programmes.Processing enrolment forms and contacting participants, to gather personal information, and provide information relevant to their chosen activity.To respond to enquiries from participants, referrers and third parties. 1. Allocating participant places on activities, and gathering feedback for monitoring purposes.

Collating monitoring and evaluation information for contractual reports.To organise, prepare and take minutes at Governance and Steering group meetings, and circulate to members.To process expenses forms for Steering Group members.1. Arranging venue hire, refreshments and updating course information.
2. To keep activities information up-to-date on York Mind’s website.
3. Publicise activities, including producing flyers and leaflets.

Liaising with external referrers, partners and freelancers. |
| Main duties: |
| 1. **To work within the aims and objectives of Mind**
* To ensure a commitment to Quality Management in Mind working within the policies and procedures of York Mind.
1. **Management and Support**
* Engage with line management, supervision, training and development, as per York Mind policies and procedures.
* Ability to work, as part of a team and work co-operatively with colleagues.
* To be prepared to give and receive support from others in the team, as appropriate.
* To attend staff team meetings and participate in the work of the team.
1. **Facilities and Office Maintenance and IT**
* Provide support to the Activities Manager.
* Using organisational databases where required.
1. **Enabling volunteers to fulfil their role**
* To support volunteer administrators engaged with the activities programmes.
1. **Health and Safety**
* To ensure suitable procedures are being followed to safeguard the health and safety of volunteers and service users.
* The post holder will maintain an awareness and observation of Fire and Health & Safety Regulations.
1. **Financial responsibilities**
* To manage the administration of Petty Cash systems and ensure that all financial checks are carried out in accordance with the guidelines set down by the Treasurer and the Trustee Board of York Mind.
* To keep accurate records of all financial transactions including invoices and receipts, in line with York Mind policies and procedures.
* Ordering stationery, office supplies and equipment
1. **Administrative**
* To ensure that records are kept in the required manner in line with GDPR and York Minds policies and procedures.
* To be a key holder.
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| **Essential qualifications:** | N/A |

The post holder will carry out any other duties, which are within the scope, spirit and purpose of the job as requested by the line manager. If duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder.