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# JOB DESCRIPTION

Post: Administrative Officer (AO) – Part-Time

Department: Business Services

Line Manager: Office Manager

Grade: E1

## General

1. The Business Services Admin Officer (SSAO) is a part-time employee of the Reserve Forces’ and Cadets’ Association for Yorkshire and the Humber (RFCA Y&H) and is responsible to the Office Manager for the duties outlined below.

**Shared Duties**

2. As directed by the Office Manager

Working to provide general clerical and administrative support to the whole of the RFCA,

Including:

* Reception of visitors and administration of the Door Entry System to the HQ Building.
* Assisting with creating and duplicating letters and paperwork as required.
* Processing mail and directing to the relevant departments.
* Administration of stationery supplies to support all departments within HQ.
* Responsible for the kitchen facilities and supplies of consumables.
* Ordering of refreshments for all internal meetings and maintaining records.
* Coordinate membership attendance at functions.
* Monitor printer usage and consumables.
* General assistance at all meetings in HQ Building.
* Maintain the Association training tracker.
* Assist the finance department with periodic filing and admin.
* Update the Conference room booking calendar as required.
* Maintain the Conference room facilities and support with IT setup.
* Reconcile the corporate credit card usage and maintain accurate records.
* Create procurement orders and process subsequent invoices.

1. Support to the Executive

Secretarial and administrative support to the Chief Executive (CE), Deputy Chief Executive (DCE) and (as required) the Chair, including:

* Maintaining the RFCA Master Diary and ensuring timely distribution
* Collating meeting papers for the CE and Chair
* Making arrangements for the Annual Brief
* Co-ordinating the annual Winter Visits Programme
* Process ‘Special Grant’ Applications

1. Support to the Association

Provide administrative support for the Association meetings;

* The bi-annual Association meetings
* The Association Board
* The Joint Cadet Forum
* The Commanders’ Forum
* Finance Advisory Board
* Yorkshire Cadet Trust

To include sending calling notices, collating attendees, compiling briefs for the relevant Chairs, compiling supporting packs for attendees and, taking, producing and distributing minutes.

1. Support to Youth & Cadets

Assisting the DCE in their delivery of Youth & Cadet activity by providing administrative support in all aspects of the RFCA’s interaction with the cadet forces. To include:

* Routine handling of correspondence relating to youth and cadet matters
* Process nominations for Letters of Appreciation

1. Administration of the Association’s vehicle fleet, including:

⮚ Arranging servicing of assigned and pool vehicles

⮚ Co-ordinating MOT/Car Tax/AA administration

⮚ Facilitating the use of EV charging as required

⮚ Provide reports on EV usage and maintain the back-office system

1. Supporting the Office Manager with the provision of IT support, including:

⮚ Ensuring the IT Asset database is maintained

⮚ Providing day to day support with IT queries

⮚ Arranging the return of IT Equipment for safe disposal

⮚ Updating users on upgrades/downtime/system status

**Health and Safety**

8. To be aware of and comply with, at all times, the terms of the Association Health and Safety Policy Statement, which is posted on all staff notice boards throughout the Association’s sites.