

CHARLES CAUSLEY TRUST

PART TIME ADMINISTRATION ASSISTANT – JOB DESCRIPTION

1 EMPLOYMENT DETAILS

Job Title – Part-time Admin Assistant, The Charles Causley Trust

Responsible to – Board of Trustees through their Chief Officer

Line Manager – The Programme Director of the Trust

Place of Work – The Trust Offices in Launceston

Employer – The Charles Causley Trust

Salary - £3,380 pa (1/5 of FT salary of £16,900)

Hours – Part-time, 1 day/7 hours per week (or 2 x half days of 3.5 hours if preferred) on Monday, Tuesday or Wednesday. Flexi time is offered as some out-of-hours work may be required subject to agreement.

Holidays - 4 days plus a pro-rata share of public holidays

Pension – The Trust provides a pension via The People's Pension and will match the employee contribution up to 6%.

Contract – Fixed term up to 31 March 2021 with a further 12 months extension to 31 March 2022 subject to continuation of project funding. There is a possibility of a further extension after 31 March 2022 providing funding has been secured.

Start Date – as soon as possible

Probationary Period – Two months service

2 JOB PURPOSE

To play an important administration and clerical support role to the Programme Director and the Project and Finance Officer in their main functions of aiding the Trust to preserve, enhance, and promote Charles Causley's poetic legacy. To assist with the administration of his former home, Cyprus Well, in Launceston, and the annual Charles Causley Festival. To provide general administration and clerical support to the Ignite project.

3 MAIN DUTIES

The main duties listed below are not exhaustive and the successful candidate must be flexible and adaptable.

- a) Providing admin support at meetings e.g. note taking, printing, copying.
- b) Assisting with the management of Cyprus Well.
- c) Assisting with banking, petty cash, and post.
- d) Assisting with the organisation and administration of the International Poetry Competition and the Young Person's Poetry Competition.
- e) Supporting the organisation of Charles Causley Festival.
- f) Assisting with website administration and updating.
- g) Processing online orders.

- h) General research e.g. sourcing of goods or information.
- i) Dealing with queries by phone, email, and social media.
- j) Typing letters, reports and other documents.
- k) Updating computer records.
- l) Collecting and sorting post.
- m) Providing ad-hoc support as needed in the varied day-to-day activities of the Trust.

4 PERSON SPECIFICATION

- a) Education to at least A-Level or equivalent standard with a high level of literacy and numeracy.
- b) A good level of computer literacy and experience of Office applications e.g. Word, Excel, Outlook.
- c) Able to work as part of a team and multi-task.
- d) A flexible approach and a proactive attitude.
- e) Experience of cash handling.
- f) Able to be accurate, thorough, and pay attention to detail.
- g) Able to work on your own initiative and without supervision.
- h) Good written and verbal communications skills.
- i) Good customer service skills and a professional approach.
- j) Good organisational skills and the ability to plan work and meet deadlines.
- k) Prior experience of working in an office in an admin/support role.
- l) Some experience of working with Trustees or voluntary bodies would be an advantage.
- m) Some experience of managing databases would be an advantage.
- n) An interest in literature and the arts is desirable.