

Participation and the Practice of Rights (PPR)

Job Description

Job Title: Administrator

NJC Scale: NJC Scale 5 (£21,074 - £23,111)

Responsible to: Assistant Director - Operations

Introduction: PPR puts the power of human rights at the service of those who need it most, supporting marginalised groups to assert their rights in practical ways and make real social and economic change in their communities.

Job Purpose: The Administrator will work closely with the PPR staff team and be responsible for the operational management of administrative systems and financial processes and procedures.

Main duties and responsibilities

Finance

- Maintain financial management systems and controls for all aspects of the organisation.
- Ensure that accurate and precise records of all income and expenditure relating to the organisation are regularly maintained on Sage 50 Accounts.
- Working with the Assistant Director, monitor income and expenditure against budgets monthly.
- Prepare accurate and appropriate financial information for the Management Committee and funders as required by Assistant Director.
- Ensure PPR's purchasing procedures are applied to ensure best value for money is achieved for the organisation.

Administration

- Provide administrative support to campaign activity and PPR's development & policy staff, as required by Assistant Director.
- Coordinate and deliver the administrative framework to facilitate campaign actions, meetings, conferences, events, recruitment exercises etc.
- Maintain appropriate administrative procedures and systems (e.g. online and manual filing systems, meeting room booking system, software updates, antivirus scans etc).
- Maintaining office equipment, assets register and office supplies.
- Receive telephone calls, answer queries and refer as appropriate to staff and management.
- Carry out office induction for new members of staff and volunteers.

Information and Communications

- Coordinate the maintenance of PPR's mailing lists and Mailchimp account in line with General Data Protection Regulations and disseminate publicity and information materials to stakeholders and audiences as required.
- Coordinate the collation of information for ebulletins, newsletters, publications.
- Contribute to the maintenance of PPR's website, social media, image galleries, online publications and resources.
- Maintain PPR's information management systems including press and media archives and databases for relevant organisational information (campaign survey results, recording impacts of the work for funders etc).

Other duties

The Administrator will be required to carry out any other reasonable duties as are required by the Assistant Director in pursuance of the aims and objectives of the organisation.

Holidays

The Administrator will be entitled to 30 days of holiday per year in addition to statutory holidays.

Working hours

The Administrator will be expected to work 35 hour week with occasional evening and weekend work. A flexible working system is in place as required. The Administrator will be based in Belfast, but may be required to work outside of the office as required by the Assistant Director.

Duration

This position is funded by an external funder, it is anticipated that funding will be available for this post until March 2022, with the possibility of an extension should further funding be secured.

Pension

PPR will contribute an 8% employer's contribution to PPR's work based pension scheme (or a pension scheme of choice if the post holder chooses to opt out of the work based scheme)