

**Administration & Marketing Assistant
25 – 40 hrs per week
£19,760 - £22,880 (pro rota – depending on experience)**

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| Job Title: | Administration & Marketing Assistant |
| Reports to: | Admin Manager |
| Employer: | Minehead Eye, 1A Mart road, Minehead, Somerset, TA24 5BJ |
| Hours of work: | Negotiable between 25 to 40 hours per week. Expected hours Monday – Friday with occasional weekend work |
| Pay: | £19,760 - £22,880 (Pro Rota) Salary offered varies on experience |

Overview

To become an active member of the Minehead Eye team and to help further develop Minehead EYE as a youth and community organisation. Provide office administrative skills along with supporting marketing opportunities and to assist with the centres day to day tasks as needed including; reception, café and cleaning work.

Main Purpose of Job

- To be one of the first points of contact and therefore representative of Minehead Eye
- To provide administrative support to employees, board of directors as appropriate and agreed.
- To ensure the efficient administration of the Minehead Eye office.
- To support the manager with marketing opportunities.
- To work with the manager to manage all the systems and ensure they are run efficiently and effectively
- To be a full member of the EYE team, and offer flexibility with the role. Supporting the daily workings of the eye in all areas as needed. E.g. opening the building, preparing for customers, serving in the café, end of day cleaning etc.

Main Duties

Administration and I.T.

- To carry out general office and administrative duties, answering the phone, answering emails, preparing of reports, management of our database and booking system, online calendar, filing and mailing.
- Ensuring good communication with all the organisation's stakeholders, ensuring good practice in equality, diversity and fairness.
- Assisting with hospitality for visitors in the office and centre.
- To support with the overseeing of health and safety audits, safeguarding procedures and bookings for the organisation.
- To support the manager in the preparing and reviewing of its policies, procedures and risk assessments.
- Keeping up to date records of training and administering DBS checks where needed.
- Distributing agendas and minutes from team and partnership meetings.
- Assist with other administrative tasks as required.

Job description

• **Marketing and Promotion**

- Support the manager in updating and maintaining website
- Assisting with the creating of social media / marketing strategy, branding guidelines etc
- Creating content for social media
- Assist with promotion of activities, clubs and events
- Assisting with implementation and creation of monthly newsletters, new publicity material and other literature.
- Organising photo library and assisting in its expansion.

Finance

- To assist the manager in financial processes for example uploading receipts, organising invoices due.
- Use of till and cashing up where needed
- Supporting the manager in preparing financial reports.
- Administering petty cash, day to day accounts and payment expenses.
- Banking, withdrawing and payment of revenue.

Facilities and Activities

- Encouraging the active use of the centre by the wider community including community groups whilst ensuring that the main focus on young people is not lost
- Ensuring that all office equipment is properly maintained and replaced where appropriate.
- To assume responsibility for organising external assistance where necessary.
- Overseeing the smooth running of the facilities, taking appropriate action or making recommendations when necessary.
- To support the coordination of special events, conferences, meetings, externally led courses and classes and other activity at Minehead EYE
- To be flexible to work during to centre's regular opening hours if required. Undertaking any other duties consistent with the basic objectives and/or main duties of the post.
- Assisting with the centres day to day working including, reception work, serving in the café, cleaning where needed.

Personal Development

- All Minehead Eye staff are expected to have regular appraisals and attend a diversity of relevant training opportunities, when possible, which could include safeguarding, first aid, food hygiene and Enhanced DBS check.
- If appointed as a Worker in Training the post holder is required to work towards an NVQ / VRQ Level 2/3 in administration and/or marketing qualification within 2-3 years. A level of Minehead Eye support is expected to progress with these expectations.

Terms and Conditions

Hours of work: Negotiable between 25-40 hours per week.

Pay - £19,760 - £22,880

Annual Leave: 28 days per year

Contract type: Permanent

Other: The post requires an enhanced DBS check and is subject to satisfactory completion of a six-month probationary period

Closing date: 6th May

Interview date: 17th May