



Keighley Healthy Living

13 Scott Street ▪ Keighley ▪ BD21 2JH

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Registered Charity No. 1090543 ▪ Registered in England Company No. 4190566

JOB DESCRIPTION

Project Support & Admin Assistant

Hours of work:	20 hours per week Monday to Friday, over at least four days to be worked in office hours between 0830 and 1800 (excluding a lunch break) but some flexibility required including weekends
Salary:	£9.54 per hour
Holiday Entitlement:	36 days per annum pro-rata including 8 bank holidays
Employer:	Board of Directors Keighley Healthy Living (KHL)
Supervision:	Operations Manager
Location:	Based at 13 Scott Street, Keighley, BD21 2JH

Job Purpose:

To provide project and administrative support to all KHL projects and activities as directed by project Co-ordinators and KHL staff to and also to provide support to ensure the efficient operation of the our community building.

Principal Responsibilities:

1. Project Support
2. Administration
3. Building support

1.0 Project Support – Key Tasks:

- 1.1 To provide daily support to KHL Project Coordinators by, welcoming group members, making drinks and supporting activities within the group as needed.
- 1.2 To set up and clear down rooms used by groups.
- 1.3 To help complete any paperwork used by the group.
- 1.4 To help keep group members up to date with activities and any new group sessions or changes to the groups.
- 1.5 To distribute information to groups such as newsletters, resource packs and relevant information.

2.0 Administration – Key Tasks:

- 2.1 To provide administrative support including typing, photocopying, postage and other general administration for Project Co-ordinators and Managers.
- 2.2 To maintain the organisation's contact and messaging software (Microsoft Outlook), keeping track of emails, calendar appointments and databases.
- 2.3 To administer booking and waiting lists for KHL Projects and record requests as per agreement with Project Co-ordinators.
- 2.4 To attend and record minutes of meetings.
- 2.5 To assist with the collation of monitoring data for reporting purposes as requested by the Operations Manager.
- 2.6 To attend occasional events representing KHL.
- 2.7 To answer KHL phone calls in a welcoming, professional and efficient manner; recording messages and passing them on appropriately.
- 2.8 To respond appropriately to requests made by users of the building and ensure each request is dealt with efficiently and sensitively.
- 2.9 To route incoming mail and process outgoing mail.
- 2.10 To handle petty cash and collect income where appropriate.

3.0 Building Support

- 3.1 To complete the Daily/Weekly Building Checklist and file appropriately, reporting issues directly to the Operations Manager. To ensure the building and offices are secure, tidy and safe.
- 3.2 To monitor information on notice boards and display information agreed by the Operations Manager.
- 3.3 To perform duties of backup Fire Marshall when the primary Fire Marshall is not in the office.
- 3.4 To be the appointed person, if neither the primary nor secondary first aider is in the building, responsible for calling the emergency services.
- 3.5 To ensure the bins are put out every week.

Additional:

To promote the positive and professional ethos of KHL both internally and externally.

To attend staff meetings, 1:1 meetings and other meetings at the request of the Managers.

To work as part of a team and develop positive relationships with colleagues.

To generate and share ideas to develop and improve projects and administrative systems.

To support and train volunteers and student placements.

To carry out any additional duties as required or appropriate to the post and grade.

Equal Opportunities:

Work within and implement the Equal Opportunities Policy and Procedures of KHL.

Confidentiality:

Ensure that information relating to participants remains confidential in line with KHL's Confidentiality and Safeguarding Policies.

Health & Safety:

Work within and implement the Health and Safety Policy and Procedures of KHL having regard to the duty of care to avoid injury to yourself and others. You will take all reasonable steps to ensure the safety of volunteers and service users and will liaise with the Manager on issues affecting health and safety.

Environmental Responsibility:

All post holders are required to carry out their duties in line with the Environmental Policy of KHL.