



## Administrator Job Description & Person Specification

<b>Title</b>	<b>Administrator</b>
<b>Location</b>	<b>Home based (with very occasional travel)</b>
<b>Hours</b>	<b>25 to 30 hours per week (Flexible/negotiable) to be worked Monday to Friday</b>
<b>Salary</b>	<b>£22,000 per annum pro rata</b>
<b>Accountable to</b>	<b>Business Manager</b>
<b>Notice Period</b>	<b>1 Month</b>
<b>Annual Leave</b>	<b>25 days plus bank holidays leave per annum pro rata</b>

### **About LimeCulture**

Established in 2011, LimeCulture Community Interest Company (CIC) is the UK's leading training and consultancy organisation focusing on sexual violence and safeguarding. We work locally, nationally and internationally to support and inspire professionals and organisations to safeguard, prevent and respond to sexual violence and abuse through our range of training and development initiatives, research, and specialised consultancy services.

We strive to be:

- **Inventive** – We create new ways to prevent and respond to sexual violence and abuse.
- **Responsive** – Energised and empathetic, we take care to understand and respond to our stakeholders' needs.
- **Collaborative** – We galvanise whole-team approaches and work in partnership with stakeholders to share our experience and skills.
- **Solutions-focused** – We work together to unpick challenges and find new ways to achieve outcomes.

## **Job Description**

The key responsibility of the Administrator will be to provide support to the various divisions of Safeguarding Services, Sexual Violence Services and Operations. The Administrator will be required to undertake the following:

## **Key Responsibilities**

- Working closely with colleagues to support aspects of delivery in a range of different training initiatives and consultancy projects as required
- Maintain good relationships between LimeCulture and our clients in relation to projects and key areas of work
- Liaise with key stakeholders to ensure effective engagement is key to our work, including organising and scheduling of meetings, events and training courses
- Support the teams in the production of reports including, formatting, structure and inputting relevant information
- Support the Business Manager with basic finance and HR tasks as required
- Plan, organise and book travel and accommodation by researching options to achieve best value
- Contribute to the consistent and effective storing of files and information (including stakeholder contacts) across the organisation (currently Dropbox)
- Working alongside other LimeCulture Administrators to provide support and cover, holding the LimeCulture telephone line, responding to all telephone calls/messages in a timely manner and arranging transfer of the line when necessary
- Coordinating incoming email traffic, including communication with appropriate LimeCulture personnel
- Carrying out additional administration duties at the request of other members of the LimeCulture Team as and when required including minuting meetings
- Assist in driving LimeCulture's brand forward to maintain and enhance the organisation's reputation
- Contribute to the delivery of other business areas as required
- Other relevant duties commensurate with the position

### **Person Specification**

The post holder will be enthusiastic and pro-active, have good attention to detail and the capacity to work with a range of staff, with a flexible attitude to work.

The post holder will have the capacity to work to tight deadlines whilst managing competing demands, maintaining a good level of accuracy, and the ability to prioritise effectively.

#### **Essential**

Ability to demonstrate:

- Excellent inter-personal and communication skills (both verbal and written)
- Ability to meet tight deadlines and work under pressure
- Ability to work individually or as a member of a team
- High standard of computer/digital literacy including willingness to learn web-based content management systems
- Willingness to contribute to marketing and promotional activities
- Willingness to undertake staff training and development as required
- Ability to maintain professional relationships with stakeholders and clients
- Ability to contribute to organisational planning and development
- Ability to contribute to the development of effective knowledge management systems and processes
- Determination, perseverance, and resilience.