**Job description**

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| Job title: | Admin Assistant |
| Employer: | Reading FC Community Trust |
| Location: | Select Car Leasing Stadium, RG2 0FL |
| Contract: | 1-year Fixed Term, starting 17th July 2023. |
| Salary: | £12.00 per hour |
| Hours of work: | 9:30 -2:30, 15 hrs (3 days a week), with potential of increasing to 20 hrs (4 days a week) |
| Department: | Activities |
| Reporting to: | Head of Activities |

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| Job purpose |
| To deliver admin support to the Activities Department of the Community Trust.  To assist the department heads and managers ensuring all information collected is accurate.  To liaise with the Activities Administration Officer |
| Main duties |
| * To ensure the registers are completed accurately for each session. * Support in coordinating the Activities Department’s activities and operations (staff rotas, manage travel arrangements & agendas) * To support budgeting and bookkeeping procedures * To order and manage office stationery and supplies. * Maintain internal databases/ keep accurate filing records in line with internal policies * To liaise with external agencies, ensuring all data received is accurate. * Manage phone calls, emails, letters etc. * To uphold the Trusts GDPR and Data protection policies. * To adhere to a strict code of confidentiality in respect of any information relating to Reading Football Club and its operation. * To maintain and follow Reading Football Club Community Trust’s policies and procedures (including but not limited to Safeguarding (Child Protection), Health, Safety, Equal Opportunity, Data Protection and Mental Health and Wellbeing). * To act in a manner that always supports the Trust’s Vision and Values, representing the Trust in a professional manner. * To assist colleagues with any other reasonable duties. |

Person specification:

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|  | Essential | Desirable |
| Qualifications | * At least 5 GCSE’s/ O levels. | * Administration qualification |
| Experience | * Experience working in an Admin role. |  |
| Knowledge | * IT- Word, Excel and Outlook. * GDPR and date protection. | * How to liaise with Customers. |
| Skills | * Good communication skills. * Able to maintain high levels of confidentiality. * Good attention to detail. * Good time keeping. |  |
| Attitude | * Proactive and positive attitude. * Ability to problem solve. * Willing to help where possible. |  |

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| Closing date for applications: |  |
| Contact: | [epovey@readingfc.co.uk](mailto:epovey@readingfc.co.uk) |