**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.
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Person specification:

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|  | Essential | Desirable |
| Qualifications | * At least 5 GCSE’s/ O levels.
 | * Administration qualification
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| Experience | * Experience working in an Admin role.
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| Knowledge | * IT- Word, Excel and Outlook.
* GDPR and date protection.
 | * How to liaise with Customers.

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| Skills | * Good communication skills.
* Able to maintain high levels of confidentiality.
* Good attention to detail.
* Good time keeping.
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| 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  |