

Job title:	Administration Assistant
Salary:	£7 - £9 per hour (dependant on qualifications and experience)
Hours of Work:	15 hours per week 9.30am – 2.30pm, 3 days per week (Tuesday, Wednesday and Friday) SCHOOL TERM TIME ONLY
Based at:	OAYP Office, currently based in Garsington
Accountability:	Chief Executive of OAYP

JOB PURPOSE:

- Work alongside the OAYP team in putting together the monthly e-newsletter, which will include researching and finding articles of interest
- In consultation with the OAYP team, produce a quarterly newsletter that is sent to the OAYP mailing list
- Provide admin assistance to the OAYP staff team as and when required
- Manage and Input data into the affiliation database
- Set up and administer the Associations mailing list
- Proactively promoting OAYP services to potential new member organisations and sending out member welcome packs
- Answering the main office phone and being present in the office to respond to enquiries by mail/telephone and in person
- Stationery ordering and keeping stock in the office of print and office supplies
- Composing mailshots to membership to promote opportunities and information to members
- Providing administrative support to office meetings
- Any other general administrative duties with this level of post

Person specification

	Essential	Desirable.
Accurate typing skills	*	
Office 2010 Word (Advanced level) Excel (Advanced level) Outlook Publisher (basic) Web based applications	* * * * * *	* *
Excellent communication skills, in telephone, person and writing	*	
Experience of editing letters or communications for a business audience	*	
Ability to plan and prioritise own work	*	
Ability to work as a team and with little supervision.	*	
Good organisational skills.	*	
Ability to confidently communicate with people of all ages and in different ways depending on the audience.	*	
Able to handle complaints in a tactful way.	*	
Understands confidentiality	*	
Has an interest in, or experience of the voluntary or children and youth sectors.		*
Has an understanding of basic health and safety in the workplace.		*
Able to satisfy an Enhanced CRB police disclosure check.	*	
Has at least six months experience of general office administration.	*	