



CAMBRIDGESHIRE
CONSULTANCY IN
COUNSELLING

JOB DESCRIPTION

Administrator

Location	Home working (with occasional travel/hot desking within the area)
Reporting to	Director
Hours	Part time – 21 hours per week.
Salary	£19,000 pro rata

CCC is an equal opportunities employer and we welcome applicants from diverse backgrounds. Because we work with people at vulnerable points in their lives CCC requires all its personnel to have an up to date Enhanced DBS Certificate. We will assist the successful candidate in obtaining a certificate if need be.

Job Summary

To support the Director in the efficient running of the day-to-day activities of the charity, including interaction with trustees, members, paid officers, consultants and supporters.

Key Accountabilities

These include, but are not limited to:

- Providing administrative support to the Director
- Maintaining files and databases
- Preparing reports, presentations, memoranda, proposals and correspondence
- Scheduling appointments and meetings, including trustee and member activities
- Effective and efficient administration of the on-boarding and annual review of members, liaising with the membership coordinator as required
- Proofreading reports and marketing literature to ensure all communications are accurate
- Assisting where appropriate with fundraising activities
- Assisting with coordination of special projects
- Maintaining accurate and up to date action lists and following up where necessary
- General administration for the whole charity team as required.

The above list of responsibilities is not exhaustive, and the post-holder may be required to carry out such other duties as required from time to time which are broadly consistent with the status of the post within the charity.

Key Skills

- An interest in, and commitment, to CCC's work and charitable aims
- Excellent oral and written communication skills
- Strong interpersonal skills and positive outlook
- Ability to work alone and in a team
- Detail oriented and works with a high degree of accuracy
- Able to exercise absolute confidentiality and discretion when dealing with sensitive and confidential information, with a thorough understanding of the importance of data protection
- Highly organised and flexible
- Ability to multitask and meet changing deadlines
- Must be self-directed and able to complete projects with limited supervision
- Fully conversant with email, MS Office, scheduling, databases, spreadsheets and presentation software
- Driving license

Qualifications

- Essential: GCSE Grade C or above (or equivalent) in English and Maths
- Desirable: NVQ Certificate Level 3 in Business and Administration

Experience

- Essential: Proven experience in an administration support role or similar
- Desirable: Experience working from home or in a disparate team
- Desirable: Experience as a PA, including supporting boards of trustees or directors
- Desirable: Charity experience, including fundraising