

(CIO) Registered charity 1162099

ROLE: Administrative Assistant

HOURS: 16 hrs per week, Mon-Thurs

SALARY: £18,200 (pro-rata on 35 hour week)

TERM: Permanent

Southampton City Mission is a well-respected local Christian charity seeking to serve the Church as it serves our City. We deliver Christian schools work across the City, provide emergency food and clothes to those in need in Southampton and run a Workplace Chaplaincy project. Growth in demand for all our services has led to much higher levels of administration work across the charity. We have an exciting opportunity to join our team and provide office support to ensure the charity is able to meet demand for its services.

Reporting to the SCM Administrator, this role is mainly located at Unit 5, Second Avenue Business Park, Millbrook, Southampton, SO15 0LP.

We are an equal opportunities employer.

KEY REQUIREMENTS:

- Proficient IT skills including Microsoft Office Suite 365, Google App Suite (e.g. Drive/Calendar/Mail)
- Organisational skills – ability to prioritise and meet deadlines
- Able to perform clerical duties, maintaining files and confidential information, organising documents, scheduling
- Excellent written and verbal communication, numeracy and literacy skills
- Proven ability to maintain strict confidence and ethical standards
- 5 GCSE passes Grade C or above including Maths and English (or equivalent)

KEY RESPONSIBILITIES:

- Dealing with telephone, postal and email enquiries relating to Basics Bank, Schools Work and general charity matters
- Provide admin and clerical support to SCM managers
- Preparing correspondence, documentation, or presentation materials
- Organizing special functions, fundraising and social events
- Creating, updating, and maintaining personnel records, financial records, and other records and databases
- Monitoring office inventory supplies; ordering replacement supplies as needed

Full induction will be provided (including time on existing SCM projects) and the successful applicant will be expected to undertake any relevant training.

For further information regarding the work of SCM, please refer to our website www.southamptoncitymission.co.uk

For an application pack, including full job description and person specification, please contact the SCM office on 023 8055 0435 or e-mail office@southamptoncitymission.co.uk. It can also be [downloaded](#) from our website. If you would like an informal chat about this role, please phone Jen Ball on 023 8055 0435.

The closing date for applications is **12 noon on Friday 1st June 2018** and interviews will be carried out on **Wednesday 13th June 2018**.

Southampton City Mission (CIO), Unit 5, Second Avenue Business Park, Millbrook, Southampton, SO15 0LP

Tel: 023 8055 0435 office@southamptoncitymission.co.uk www.southamptoncitymission.co.uk

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