

JOB DESCRIPTION

- Job Title:** Programme Administrator
- Terms:** Volunteer position, negotiable one day per week
- Responsible to:** Plantation Youth Programmes Manager
- Place of Work:** Plantation, 12b Market Street, Guildford
- Job Purpose:** To support the work of Plantation programmes, most notably Plantation Trading, with administration and other office based duties.

Key Areas of Responsibility

- 1. Plantation Trading**
 - 1.1 Complete and distribute monthly invoices and create new invoice/schedule sheets.
 - 1.2 Create register sheets.
 - 1.3 Update the fuel expenses record sheet with receipts provided by Plantation Trading Coordinator.
 - 1.4 Create a new hard and soft copy file for all details relating to regular customers.
 - 1.5 Create and maintain an information pack for colleagues covering the role of Plantation Trading Coordinator.
 - 1.6 Assist in the marketing of Plantation Trading to young people.
 - 1.7 Research other garden maintenance and landscapers in the area regarding prices and conditions.
 - 1.8 Create and maintain a 'What happens when/if' file.
 - 1.9 Assist in the creation of a webpage linked to the GYMCA page to promote Plantation Trading to potential customers.
- 2. Plantation Programmes**
 - 2.1 Complete reports and paperwork specific to other programmes if appropriate.
 - 2.2 Be an active member of the Plantation team, supporting other projects where necessary.
 - 2.3 Initiate and maintain good links with other agencies and organisations.
- 3. Monitoring and Evaluation**
 - 3.1 Ensure that suitable records are consistently maintained of work undertaken with young people and the progress made, in support of youth workers.
 - 3.2 To prepare and submit reports for funders and management.
 - 3.3 To utilise the regular Progress Review meetings with the Youth Programmes Manager to highlight areas of success, development, training, stress and workload.

4. Internal Liaison

- 4.1 To build win-win relationships with other YMCA staff, including support departments such as Finance, PR, HR and Fundraising.
- 4.2 To work closely and synergistically with other team members within Plantation and the wider programme team, making the most of opportunities to complement and support one another's work.

Additional Duties

- The Programme Administrator will also be willing to undertake training deemed essential for the role or desirable for personal and professional development.
- In addition, the Programme Administrator should be ready to carry out other tasks, identified by the Youth Programmes Manager.

Person Specification

The Programme Administrator will:

- have an ability and willingness to work within Guildford YMCA's mission
- be understanding to the ethics, vision and delicate balance of social enterprise ventures
- have moderate or advanced skills in MS Office packages such as Word and Excel
- be patient, understanding and sensitive to the young people involved in the programmes
- be able to relate well to others, be friendly and approachable
- work well as part of a developing and fun team
- be proactive, tolerant and flexible
- be able to work under own initiative with minimal supervision
- have a desire to improve own skill base and qualifications
- have a realistic expectation of the work place
- be teachable and able to take direction

Flexible 7.5 hour week, on a voluntary basis. Travel and lunch can be provided for free up to certain limits to be negotiated.