**Redbridge Foodbank Admin Officer**

**Job Description**

**Job Title** Administrative Officer

**Reports to:** Volunteer Coordinator

**Responsible for:** Volunteers

**Hours:** 14 hours per week (some flexibility required)

**Salary:** £7,680.40 (£19,201 fte)

**About Redbridge Foodbank:**

Redbridge foodbank is a Christian organisation dedicated to the prevention or relief of poverty in Redbridge and surrounding areas, primarily by the provision of food but also includes related additional services, assistance and support for individuals and families in crisis.

**Purpose of this role:**

To support all Foodbank Volunteer Challenge (FVC) project activities, conduct all project admin and lead on measurement, communicating with service users and volunteers to show the effect of their input.

**Job brief:**

The successful Administrative Officer will act as the point of contact for all volunteers, providing administrative support and managing their queries. Main duties include managing office stock, preparing regular reports (e.g. expenses and office budgets) and organising FVC records. If you have previous experience as an Office Administrator or similar administrative role, we’d like to meet you. Our ideal candidate also has working knowledge of office equipment and office management tools.

Ultimately, you should be able to ensure our administrative activities run smoothly on a daily and long-term basis.

**Duties and responsibilities:**

* Manage office supplies stock and place orders
* Prepare regular reports on FVC expenses and budgets
* Maintain and update FVC databases
* Organize a filing system for important and confidential FVC documents
* Answer internal and external queries
* Update office policies as needed
* Maintain a FVC calendar and schedule appointments
* Book meeting rooms as required
* Distribute and store correspondence (e.g. letters, emails and packages)
* Prepare reports and presentations with statistical data, as assigned
* Arrange travel and accommodations
* Schedule in-house and external events

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**Person Specification**

**Essential**

Proven work experience as an Administrative Officer, Administrator or similar role

**Skills, abilities and attitudes**

* Solid knowledge of office procedures
* Experience with office management software specifically MS Office packages
* Strong organisation skills with a problem-solving attitude
* Excellent written and verbal communication skills
* Attention to detail
* A commitment to Equal Opportunities and inclusivity.
* Willingness to work flexibly including evenings and occasional weekends (e.g. events)
* To subscribe/or be sympathetic to the ethos, vision and mission of the organisation

**Desirable**

* Additional qualifications in Office Administration are a plus
* Working with disadvantaged/vulnerable adults or young people
* Risk management experience
* Full clean driving licence
* An understanding of Food Safety and Health & Safety legislation