



Office Administrator Job Description

Job Title:	Office Administrator
Team:	Engagement
Salary:	Up to £19,000
Hours of Work:	37.5 hours per week
Annual leave:	28 days plus bank holidays
Location:	Milton Keynes with some home working dependant on current government guidelines
Contract Type:	Full time - Permanent
Reporting to:	Director of Engagement / Office Manager
Experience/Qualifications Required:	Demonstrable experience within an Administrator role is essential High degree of competence in Microsoft Office is essential Exposure to Salesforce or similar CRM desirable

About Us

Based in Milton Keynes, PSPA is a national charity providing support and information to people living with Progressive Supranuclear Palsy (PSP) and Corticobasal Degeneration (CBD). These rapidly progressing neurological conditions are caused by the premature loss of nerve cells in certain parts of the brain, and like many other chronic conditions, there is currently no cure. However, many of the symptoms can be managed, and our mission is to provide everyone affected with PSP & CBD with information and support to enable them to lead the best possible life they can.

Raising awareness of these conditions amongst health and social care professionals since 1994, we also fund research into diagnosis and treatments, relying almost entirely on voluntary donations.

We are now looking for an Office Administrator to join us on a permanent basis.

Key Duties and Responsibilities

- Maintain Salesforce records as directed by the Office Manager
- Support the Office Manager in the uploading of donation batches to Salesforce
- Provide cover for the Office Manager & Fundraising Administrator during annual leave
- Undertake the daily banking of cheques and cash
- Open the office mail and disseminate
- Preparation of outgoing post
- Answering phone calls and emails
- Managing inventory of office supplies, including stationery
- Provide a range of administrative duties such as scanning, photocopying, filing, to support the helpline and volunteering teams
- Other general administrative support as directed by the Director of Engagement or the Office Manager.

Person Specification

	Essential	Desirable
Able to express oneself well in writing, placing strong emphasis on spelling and grammar	✓	
Able to communicate clearly, assertively and sensitively, working with a wide range of people at all levels both verbally and in writing	✓	
Able to prioritise workload and manage own time effectively to meet deadlines	✓	
Ability to work accurately and in a timely manner	✓	
Decisive with the ability to see tasks through to completion and happy to take responsibility for their own actions	✓	
A people person with strong relationship building and management skills who can inspire individuals to support the work of PSPA by raising funds	✓	
Good communications skills, both oral and written and excellent telephone manner	✓	
A strong team player who is able to work across the organisation and contribute effectively to the goals of PSPA	✓	

A commitment to helping those affected by PSP and CBD	✓	
Knowledge of PSP & CBD or other neuro-degenerative diseases		✓
The ability to build and maintain relationships	✓	
Strong IT skills and experience with MS Office products	✓	
Good standard in English and Maths	✓	
Knowledge of a Database system		✓
A willingness to carry out a range of administrative tasks	✓	
Organised and a self-starter	✓	
Outgoing and energetic	✓	

Corporate duties

1. Ensure you comply with Health and Safety and associated workplace legislation including GDPR, data protection and information security and management requirements.
2. Contribute fully to team and staff meetings.
3. Display a commitment to equal opportunities and inclusion.
4. Promote the vision and goals of PSPA within your team and other employees.
5. Work within the performance culture at PSPA to consistently achieve your targets and the objectives in your annual appraisal.
6. Undertake any other reasonable duties requested of you commensurate with your role and the aims of the charity.