**Role Description**

**Position**:                       Office Coordinator

**Hours per week**:         18 hours

**Salary**: £23-25k (full time equivalent)

**Reporting to**:              Sangam Trustees

**Purpose**

To provide administrative support to Sangam Trustees and oversee all office functions

**Duties**

**Administrative Support**

* Deal with all incoming emails, post and telephone calls for Sangam promptly and appropriately
* Be the first point of contact for all visitors to the centre
* Prepare timesheets
* Manage a record of Sangam’s policies and make sure they are updated accordingly
* Making sure all service contracts are in place and renewed as needed with the best provider
* Obtain quotes for new services
* Coordinate the maintenance of the Sangam Centre and all office equipment
* Order office supplies and stationery ensuring adequate supplies at all times & oversee postage
* Maintain security of IT records
* Maintain and update the organisation’s internal records
* Prepare agendas and take minutes for Sangam meetings
* Maintain and manage contact details of all key stakeholders
* Oversee the administration of Sangam recruitment
* Prepare reports as required by external partners and/or Sangam’s Board of Trustees

**Hall Hire**

* Maintain and update Hall hire diary.
* Help market Sangam’s halls.
* Update monthly Caretaker’s schedule and other hall hire arrangements.
* Follow up all hall hire enquiries and sell the value of Sangam’s venues
* Organise meetings with regards to booking rooms, arranging refreshments, confirming speakers, circulating members
* Provide excellent customer service to all hall hirers and users

 **Communications**

* Contribute to the production and circulation of internal and external communications and publicity materials
* Ensure Sangam website and social media presence is updated as needed
* Ensure adherence to Sangam’s corporate branding
* Contribute to fundraising initiatives, offering administrative support as needed

**Finance and Accounting**

* Provide records of Sangam’s accounts
* Bank cash and cheques as needed
* Prepare cheques for payment
* Provide payment receipts and records of centre income
* Return refundable deposits
* Manage petty cash
* Prepare and submit invoices

**Professional Development**

* Participate in volunteer and staff support and training
* Attend regular supervision

 **Policies and procedures**

* Adhere to all organisational polices and procedures at all times
* Be willing to undertake enhanced DBS disclosure TBC

**Please note: no job description can provide an exhaustive list of all duties and the post holder may on occasion be asked to undertake additional tasks within the scope of the role.**

**Personal Specification: experience and skills**

**Essential**

* Excellent oral, written and interpersonal communication skills
* Excellent administrative and monitoring skills
* Ability to multi task and work well under pressure
* Attention to detail
* Excellent Time Management
* Comprehensive understanding of all MS Office based applications
* Experience of working with multiple and diverse stakeholder groups
* Proven negotiation skills

**Desirable**

* Experience of facilities management
* Experience of working with a charity or social enterprise

**How to apply**

Please forward a completed application form to info@sangamcentre.org.uk by Thursday, 9th December. Interviews will take place w/c 13th December.

For an informal discussion about the role, please contact Christopher Newport on 020 8952 7062.