

Job description: St Nicholas Priory Administrator (job share)

February 2022

Job title	St Nicholas Priory Administrator (job share)
Main purposes of job	To support the smooth running of daily operations at St Nicholas Priory
Key tasks	<ol style="list-style-type: none"> 1. Monitor and respond to enquiries and pass on to other members of staff where relevant. 2. Take bookings for private tours in liaison with the Volunteer Manager. 3. Manage the routine maintenance schedule and book contractors accordingly, eg PAT testing, fire safety checks etc. 4. Assist with checking environmental monitoring system and report any non-routine maintenance or H&S issues promptly to the Senior Manager. 5. Schedule and liaise with the regular cleaners. 6. Let into the building contractors, suppliers, private hire customers etc as necessary. 7. In liaison with Treasurer, manage purchasing and invoicing for all operations at St Nicholas Priory and input basic financial information into bookkeeping system. 8. Cash handling of donations and till takings. 9. Occasional minute-taking for meetings of the board of trustees as required. 10. Liaise with membership secretary to facilitate payment of subscriptions.

11.	Assist Treasurer, Secretary and Senior Manager with reporting to Charity Commission and funders as required.
12.	Inform DEMHT coordinator of any planned access to their storage space in good time.
Key results/objectives	
1.	Financial and operational systems at St Nicholas Priory run smoothly
2.	Routine maintenance is well planned and up-to-date.
3.	Enquiries and bookings receive prompt and helpful responses throughout the week.
Responsible for staff/equipment	
1.	Cleaners
Reporting to... (name and title of line manager)	Katherine Findlay Senior Manager
Hours	7.5 hours per week Weds-Fri. This is a fixed term post until 30.06.23 subject to the financial position of EBHT which is under regular review. This is a job share with the other part of the role being carried out on two days per week.
Salary	£25,000 pro rata
Special requirements	The role requires physical mobility around stairs, steep steps and uneven floors. The post holder must be able to open the building as needed during working hours and some flexibility is required.