



**Post:** Administrator  
**Organisation:** Mildmay Community Partnership  
**Location:** Islington, London  
**Salary:** £23,000 (pro-rata)  
**Hours:** 20 hours per week  
**Vacancy:** 12month fixed term (with 6 months probationary period)

### **Brief Description of the Organisation**

Mildmay Community Partnership is a membership organisation and registered charity working with and for the community of Mildmay, a ward of Islington in north London. Mildmay Community Partnership manages the Mildmay Community Centre, an award-winning Passivhaus building available to hire for events, training and community projects.

This is an exciting opportunity to join the organisation at a key point in its development. Working alongside the Centre Manager and the Outreach Worker you would help to ensure that the Mildmay Community Centre is a vibrant, well-managed facility that operates for and on behalf of the local community.

### **Description of the Role**

Administrators perform a multifunctional job. We are therefore seeking an experienced candidate with a great can-do work ethic, who is able to provide various administrative and finance support to the organisation.

This role is also integral to the functionality of the day to day operations of the centre. The candidate should therefore have prior experience in a similar or same role, ideally within a charity or the community and voluntary sector

**Closing date:** Monday 5 October 2020

**Interviews week commencing;** Monday 12 October 2020

### **Application Details**

To apply, send your CV and a covering letter outlining your suitability, when you are available and your motivation for the role by email to [mildmaycp@gmail.com](mailto:mildmaycp@gmail.com) with the subject line '**Administrator**'.

Website: [www.mildmaycp.org.uk](http://www.mildmaycp.org.uk)

The points below are the tasks that are associated with this role and gives the applicant an idea of the work involved. This isn't however an exhaustive list and the post-holder would be expected to demonstrate flexibility as no two days at the Centre are the same.

**Main Duties:**

- Reception duties
- Management of diary and bookings
- To lead on the administration and operational day to day running of the centre.
- Complete and maintain the production of financial process and reports
- Create and support the production of monitoring reports
- Organise meetings (preparing rooms for meetings, arranging catering if required)
- Working closely with other staff in an effective and courteous manner
- In addition to the responsibilities and duties listed above. The job holder is required to undertake any other tasks or duties as may be required by management from time to time.

**Experience Required:**

- Advanced experience of MS Office programmes
- Experience in a similar or same administrative role essential
- Proven experience in finance and book-keeping essential
- Ability to multitask, manage and prioritise own workload
- Good timekeeping and organisational skills
- Ability to work under pressure and adhere to deadlines.
- Marketing and promotion of services and activities
- solid understanding of administrative practices and principles
- Experience in managing a sometimes challenging and changing environment

**Desired Skills:**

- Presentable and professional
- A friendly and down to earth approach
- Happy to help and a can-do attitude
- Keen to use their initiative
- Good written and verbal communication skills
- Ability to prioritise
- Effective organisation skills
- Excellent attention to detail
- Prior experience in working alongside diverse cultures and communities

**Demonstrates the commitment to:**

The core values of Equal Opportunities for All