



Sussex MS Centre

Job Description and Person Specification

Job Title: Admin and Operations Support

Reporting to: Centre Manager

Location: Sussex MS Centre, Southwick Recreation Ground, Croft Avenue, Southwick, West Sussex, BN42 4AB

Purpose of Job:

To provide staff with administrative and operational support as required.

Key Duties:

Central tasks are outlined here but the Centre is small so the role is very hands-on and would suit a person prepared to be adaptable and to help with most tasks. We pride ourselves on being user-led and we have a large and valued team of volunteers, many of whom have MS.

Operational

- To welcome members, potential members and visitors to the Centre, providing assistance when required.
- To act as one of the Centre's first aiders and fire marshal (training will be given)
- To help maintain kitchen hygiene and cleanliness and washing therapy room laundry

Administration

- To work on reception, handling payments in and out, and general bookings for members providing a friendly and efficient service
- To help prepare and maintain the Oxygen Therapy chamber operator's rota
- To deal professionally with enquiries, supplying appropriate information to members
- To maintain and update member's records on the database, carrying out all associated filing
- To assist with any other administrative tasks as required

Finance Admin

- To maintain financial records
- To make payments as instructed
- To maintain historical records by filing/scanning documents

To carry out any other duties, within reason, as defined by the Centre Manager.

Conditions

Hours: Contractual minimum of 12 hours per week (with the possibility of additional hours for holiday cover and absence)

Salary: £17,400 pro rata

Contract: 6 months with a view to extension

We welcome applications from the BAME and LGBTQ+ communities.

Holiday entitlement:

25 days per annum plus statutory bank holidays

Pension:

You will not be automatically enrolled to the government's NEST scheme as the total earnings pro rata are under the minimum requirement, but you are entitled to enrol if you wish

Review period:

This post will be subject to a one-month probation

DBS:

This post involves close working with vulnerable adults (and children on occasion) therefore an enhanced DBS check will be required. A criminal record will not necessarily be a bar to employment.

PERSON SPECIFICATION

Skills, Experience and Personal Attributes

Essential

- Commitment to team working (including flexibility to cover in case of staff absence)
- Strong inter-personal skills with approachable, outgoing personality, patient, able to value and support others
- Proficient IT skills and experience of databases
- Good numeracy and literacy skills
- Active commitment to equality and diversity and creating an inclusive culture
- Willingness to attend training to develop skills and knowledge

Desirable

- Knowledge and understanding of MS
- Financial clerking experience