Office Administrator

Friends of Salisbury Cathedral

Hours: 9 hours per week – two mornings per week, with days to be agreed
Salary: £13.50 per hour, reviewed annually
Responsible to: Charity Administrator

About the Friends of Salisbury Cathedral

The Friends of Salisbury Cathedral is an independent charity established in 1930. Our purpose is to support Salisbury Cathedral in maintaining, preserving, improving and enhancing its fabric, fittings, music and monuments, as well as supporting its wider life, worship and ministry.

We are seeking an organised, reliable and adaptable **Office Administrator** to support the day-to-day running of our charity. This is an excellent opportunity for someone who enjoys administration, working with people and contributing to the work of a valued local charity.

Working closely with the Charity Administrator, you will help ensure the smooth and efficient running of the office, support our membership and assist with the organisation of events and activities.

As a small charity, we value a flexible, collaborative approach, and the successful candidate will be willing to support colleagues and volunteers across a range of tasks.

Key Responsibilities

Membership Administration

- Maintain accurate and up-to-date membership records using the charity's database.
- Correspond with members regarding subscriptions and membership enquiries.
- Assist with membership reports, mailings and other communications.

Finance and Bookkeeping

- Assist with basic bookkeeping, including recording receipts and payments on Xero.
- Support online banking processes, including inputting payments.
- Help maintain accurate financial records.

Office and General Administration

- Provide administrative support to the Charity Administrator and assist with the day-to-day running of the charity.

- Help ensure office systems and records are maintained efficiently and accurately.
- Provide cover for the Charity Administrator when required.
- Undertake other reasonable administrative duties as the role develops.

Events and Charity Promotion

- Assist with the promotion of the Friends and its activities.
- Attend and support Friends' Day, events, outings and other charity activities as required.
- Work collaboratively with volunteers and help provide a welcoming experience for members and visitors.

Person Specification

Essential Requirements

- Educated to GCSE level, including English and Mathematics.
- Excellent interpersonal and communication skills, with the confidence to interact professionally with members of the public.
- Good IT skills, including Microsoft Word and Excel, and the ability to learn and use specialist software.
- Ability to analyse data, assess information and maintain accurate records.
- A mature, professional and confident approach to responsibilities.
- Ability to handle confidential information sensitively and diplomatically.
- Good judgement, initiative and the ability to organise and prioritise work.
- A flexible and adaptable approach, with a willingness to assist colleagues and share responsibilities.
- An understanding of, and empathy with, the aims and objectives of the Friends of Salisbury Cathedral.

Desirable Requirements

- Secretarial or IT qualifications.
- Experience of using membership databases or customer relationship management systems.
- Basic bookkeeping experience and an understanding of financial processes.
- Experience of online banking and financial administration.
- Previous experience working for a charity.
- Experience of working with volunteers.

- An understanding of, and empathy with, the Church of England.

Personal Attributes

The successful candidate will be self-motivated, dependable and resilient, with the ability to work independently and as part of a small team. They will demonstrate flexibility, initiative and a positive attitude, together with a genuine interest in supporting the work of the Friends of Salisbury Cathedral.

Terms and Conditions

- **Salary:** £13.50per hour, reviewed annually.
- **Working hours:** 9 hours per week, worked over two mornings, with days to be agreed.
- **Holiday entitlement:** 33 days per annum, pro rata, comprising 25 days' annual leave and 8 days in lieu of public and bank holidays.
- **Probationary period:** Three months.
- **Notice period:** Two months

Further Information

This job description is intended as a guide to the principal duties of the role. The responsibilities may develop over time to meet the changing needs of the Friends of Salisbury Cathedral and relevant legislation. The post holder will be expected to contribute to the ongoing development of the charity and its working practices.

As a small charity, flexibility, teamwork and a willingness to help across different areas of the organisation are essential.

If you are organised, approachable and enthusiastic about supporting the work of Salisbury Cathedral, we would welcome your interest in joining our team.