

JOB DESCRIPTION GHAT Office Assistant

PART TIME AND FIXED TERM

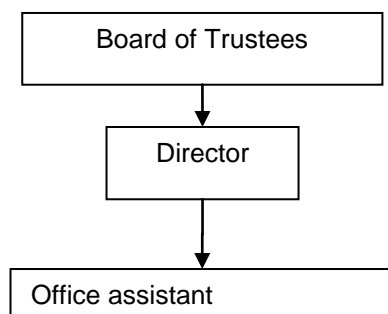
£18,500 pro rata

1. Location Art Office ARI

2. JOB PURPOSE:

To assist with the general day to day services of the GHAT office activities and be the first point of contact for enquires.

3. ORGANISATIONAL POSITION



4. Main duties and responsibilities

The Office Assistant will provide a consistent and reliable office presence and administrative support to the GHAT Director so that there is an effective interface with all those who make contact with GHAT – staff, public, board members etc.

All GHAT work is delivered within the GHAT purpose:

To enhance the experience and wellbeing of all who spend time in NHS Grampian premises, whether patients, staff or visitors, by promoting enjoyment of, and when possible participation in, high quality artistic activity and the provision of a sympathetic and pleasing visual environment

GHAT Core Values: CREATIVE, EFFECTIVE, SUPPORTIVE, OPEN, INTERACTIVE, ETHICAL

5. Administrative support to GHAT Director

- 5.1. Provide administrative support for the director as needed
- 5.2. Coordinate monthly and quarterly reports for the director as required

6. Reception duties,

- 6.1. Deal with all incoming calls and schedule appointments, pass on messages, follow up as required
- 6.2. Deal with and answer general emails and postal correspondence with customers and suppliers
- 6.3. Coordinate booking rooms for GHAT group meetings

7. General

- 7.1. Set up and maintain effective office systems and records relating to office supplies, customer accounts and contracts, subscriptions to magazines and online resources
- 7.2. Be the main office contact concerning IT system faults, IT equipment ordering and IT maintenance.
- 7.3. Organise data input into the company's systems, databases, and procedures
- 7.4. Process expenses and invoices ready for payment
- 7.5. Ensure availability of office and other supplies through monitoring and ordering as appropriate
- 7.6. Keep accurate inventory of all office and project assets including PPE equipment, tools, books
- 7.7. Assist with the organisation of all GHAT training sessions by managing booking etc.
- 7.8. Assist the GHAT Director with the management of health and safety as well as fire regulations within the office
- 7.9. Assist GHAT Director with the management of insurance documents
- 7.10. Arrange travel and accommodation plans for executives when required
- 7.11. Coordinate production of the bi annual GHAT newsletter.

8. Project support

- 8.1. Assist with setting up and recording project budgets
- 8.2. Assist with gathering and storing information for funding application reporting systems
- 8.3. Organise signatories for contracts on behalf of the GHAT managers

9. Friends of GHAT

- 9.1. Set up and maintain effective administrative systems in support of the Friends of GHAT programme
- 9.2. Develop and maintain an accurate and accessible database of the Friends of GHAT
- 9.3. Undertake the administration of the Friends of GHAT stewardship contact

10. Events

- 10.1. Create and maintain mailing lists for all contacts for events and committees both internal and external
- 10.2. Coordinate mail outs for events

11. Physical demands of the job

- 11.1. Very occasionally required to handle artworks - and to move artworks from one location to another (either by hand or in cages). Works up to 2m x 2m and up to 15kgs
- 11.2. Occasionally required to travel to other hospital buildings throughout NHS Grampian, either by car or public transport
- 11.3. Occasional requirement to work out of office hours, for exhibitions or other arts projects
- 11.4. Requirement to work in isolation for some of the time.

12. Hours

- 12.1. Hours of work are outlined in the contract and are flexible with the appropriate approval. A flexi-time system is in place to accommodate work out with these core hours.

13. Pay and Contract

- 13.1. This is fixed term post, supported by external funding.
- 13.2. 27 days Annual Leave entitlement (pro-rata)
- 13.3. Other benefits delivered in line with HMRC and ACAS requirements.

Skills and training

Relevant training or qualifications

Excellent ICT skills including familiarity with Apple and ability to use Microsoft packages

Diary management and appointment booking using manual and computerised systems

Experience and knowledge of gathering information for tenders and funding applications

Ability to create, update and manage website content and communication platforms (Twitter, Facebook, Vimeo and Youtube)

Personal attributes

Excellent multi-tasking and organisational skills with the ability to work under own initiative, work to deadlines, and deliver to agreed targets.

Excellent verbal and written communication skills

Ability to plan, organise and prioritise workload to meet deadlines.

Ability to design and process a wide range of documents in accordance with instruction and house style, paying attention to detail

Excellent interpersonal skills, with the ability to engage with people of all ages and backgrounds

A positive and solutions focussed approach in the workplace

Ability to work productively under pressure, and maintain attention to detail

Effective team player

Experience

Previous administrative role and responsibility

Previous office working environment experience