

Job Specification and Description

Job Title: Huntingdon Town Partnership (HTP)
Office Administrator

Reports To: Huntingdon Town Partnership Manager

Job Purpose:

To gather, collate process, exchange and manage information to support Huntingdon Town Partnership (HTP), in the aim of making Huntingdon a better place to live, work and shop, following the key performance indicators as set out in the HTP Business Plan.

- ◆ To carry out administration tasks to ensure the smooth running of the HTP office
- ◆ To communicate with the participating HTP Directors and Members to ensure fast, effective and accurate flow of information.
- ◆ To maintain, operate and update the information systems, in accordance with data protection.

Hours: 16 hours a week, flexible, usually within Monday to Friday office hours

Salary: £7 per hour

Key Tasks:

- ◆ To provide a full office administrative support to the Town Partnership Manager and the HTP team
- ◆ To maintain a close positive working relationship with and act as contact point for all members and partner organisations.
- ◆ To support the Town Partnership Manager and ensure constructive, progressive development and growth of HTP
- ◆ To organise the day-to-day operational requirements of the HTP office and the office systems including, for example - banking, invoices, correspondence, maintenance of databases and filing
- ◆ To distribute information to members and non members within Huntingdon e.g. flyers, letters, and newsletters
- ◆ To represent HTP in Huntingdon through the tasks detailed above and to be a point of contact for HTP projects when required and in the absence of the Town Partnership Manager

Knowledge & Skills

- ◆ Experience of office environment and office organisation
- ◆ Appropriate computer proficiency – Microsoft Word, Excel and Access
- ◆ Knowledge of banking an advantage
- ◆ Able to communicate effectively – written and spoken communication
- ◆ Adaptable and flexible to changing priorities
- ◆ Able to present information accurately and effectively
- ◆ Able to represent the scheme and its aims - internally and externally
- ◆ Self motivated and able to use initiative
- ◆ Able to work on your own or within a team