

Office Administrator

Nottingham Castle Trust are keen to see applications from people of all backgrounds and communities and are committed to representing the diverse nature of the city. The Trust look forward to receiving applications from all suitable candidates and will conduct inclusive recruitment processes based on attitude, experience and qualifications. Nottingham Castle Trust are also committed to ensuring that no-one invited to interview should be excluded due to financial circumstances and will reimburse anyone attending interview (related costs must be supported by receipts) if required.

Interviews to be held 21 May

Start date – as soon as possible on or after 1 June

CV and covering letter to recruitment@nottinghamcastletrust.org by 14 May.

£24,000 per annum

Reports to: Chief Executive

Direct Line Management: none, but role will provide pastoral care to the Fundraising and HR assistants.

Purpose of Role

To ensure Nottingham Castle develops, implements and operates a robust and efficient office. This involves the operation and maintenance of systems and procedures concerning office administration and providing Executive Assistant administrative support to the Senior Leadership Team. The Office Administrator will have an oversight of all administrative operations throughout the Castle.

Key Responsibilities

- Take the lead on developing, implementing and operating the Castle administrative management function
- Oversee administrative systems across the Castle
- Manage the external IT provision contract
- Manage the diaries of the Senior Leadership Team
- Assist the Chief Executive with the preparation of Trustee papers and reports
- Work with the Finance Manager and Finance Assistant to ensure all reporting, including to funders and statutory reporting is accurate and timely
- Coordinate and contribute to the Annual Report
- Attend and take minutes of SLT meetings
- Maintain relevant systems including the SLT task tracker
- Proactively review office operations, identify, recommend and implement business process improvements as agreed with the Chief Executive
- Work collaboratively with volunteers, work experience, placement participants and other members of staff; working together as a team to achieve Nottingham Castle's vision

- Work with the Board Manager to facilitate the effective management of the organisation, including providing absence cover
- Provide advice, encouragement and support to the Fundraising and HR Assistants
- Carry out any other duties as required.

Accountabilities

- Providing reliable and accurate administrative systems and processes to provide effective corporate governance
- Providing timely and accurate diary support to SLT
- Ensuring that all external reporting activity is performed and submitted timely and accurately

Knowledge required

- An understanding of corporate governance
- Ability to produce management and Board reports
- Understanding of the not-for-profit sector, preferably within a heritage setting
- Fluent in MS Office applications

Experience

- Experience of managing an office, including the development and management of best practice systems and processes
- Experience of running senior leadership team diaries
- Experience of providing Executive Assistant support to CEOs desirable
- Experience gained within the heritage, charity or cultural sectors desirable

Skills

- Numerate and literate with an analytical approach to work
- Results orientated with excellent organisational and planning skills
- Ability to process large volumes of data, rationalise and prioritise what is important
- Strong attention to detail and an investigative nature
- Enthusiasm for the Trust's aims and its independence, and an interest in all areas of the Trust's work
- A broad understanding of heritage and conservation issues, public engagement and customer-facing activities
- Ability to represent an organisation clearly and compellingly to different audiences
- Integrity
- Ability to work effectively with colleagues and support a working environment which attracts and retains talent

Other

- Ability to work flexibly, including working on Bank Holidays and Weekends when required.
- This role requires a DBS check which the Trust will pay for.