

Renfrewshire Association for Mental Health

Job Description

Post:	Administration Officer (Fulltime/Part Time/Job Share)
Responsible to:	Development Manager, ACUMEN
Location:	The operating area of Acumen
Hours of duty:	26.25 hours (fulltime, part-time or job share)
Salary:	Spinal Points 10 - 15
Pension:	6% Salary
Travel:	0.40p per mile (current rate)

Summary:

To provide a clerical, typing and reception service to the organisation.

Duties:

1. Provision of general clerical/administration support to all staff as required within the Team.
2. Database input, in liaison with team to provide statistical information.
3. Deal with enquiries on any aspect of the service provided by the Team.
4. Recording of enquiries
5. Dealing with allocation of resources.
6. Providing a reception service to the team.
7. Maintenance of records.
8. General cash duties as required.
9. Liaising with the Personnel Officer for staffing returns, processing of holiday/sickness records.
10. Liaising with Finance Department for staff expenses, wages advice etc
11. Recording of minutes of meetings.
12. General typing duties.
13. To participate in relevant training.
14. Any other duties as appropriate to the grade as determined by the Service Manager or as required within the wider remit of RAMH.

The post holder will be expected to participate in the on-going development of the post. The Administration Team provide a service throughout the Greater Renfrewshire and West Dunbartonshire areas and although you will be based with a particular service or in a specific building, you will be required to provide admin assistance at other RAMH sites.

Renfrewshire Association for Mental Health

PERSON SPECIFICATION

Administration Officer – 26.25 hours

EXPERIENCE

	Essential	Desirable
Minimum of 2 years administration experience.	✓	
Proficient in using Microsoft Office (MS Word, Excel, PowerPoint, Access)	✓	
Proficiency in database and database input	✓	

SKILLS

Excellent organisational skills	✓	
Ability to work under pressure	✓	
Ability to work unsupervised	✓	
Ability to motivate others		✓

PERSONAL TRAITS

Teamworker	✓	
Very flexible/adaptable	✓	
Good time manager	✓	