

JOB DESCRIPTION

POST DETAILS:

Job Title: Administrator

Pay: Hourly rate payable will be commensurate with or greater than the Welsh 'Real Living Wage'.
Location of Work: MSHS Hub, Unit 6A, Gallows Point, Beaumaris LL58 8YL and home-based work. On occasions, other venues will be used in the locality.

Directly Responsible To: The Chair of Trustees
Directly Responsible For: Volunteers
Hours of Duty: 15 hours per week – days to be established

WORKING RELATIONSHIPS:

Boatbuilder and Apprentice
Community Groups
Volunteers
Goods and Services Providers
Project Trustees
Maritime Community
Businesses and individuals working on Gallows Point

JOB PURPOSE

To provide a range of administrative and practical duties which support MSHS and its Trustees to carry out its activities, safely and smoothly.

KEY TASKS

1. Lead on the operation of the MSHS hub by engaging and deploying volunteers working closely with the part-time boat apprentice.
2. Develop operational procedures and processes, to ensure a smooth and safe running of the hub.
3. Keep up to date with changes in health and safety legislation/directives to ensure that health and safety requirements/information is made available to people using the hub and help ensure that the hub is a safe and clean environment.
4. Administer MSHS meetings, preparing agenda's and taking minutes ensuring actions are taken forward, highlight arising issues and escalate where appropriate in order that issues can be mitigated or resolved as soon and smoothly as possible.
5. Develop and maintain the MSHS social media, on line and digital presence to raise awareness of the activities of the MSHS

MSHS Administrator

6. Arrange and coordinate activities on behalf of the MSHS ensuring there is good communication about arrangements in advance for those involved,
7. Maintain effective records, filing and archiving systems including financial records.
8. Deal with any correspondence, undertake any clerical duties including effective delivery and transactions of goods/services that relate to the hub and activities.
9. Search and apply for funding including grants sponsorship and liaising with other benefactors to ensure the sustainability of MSHS.
10. Take responsibility for your own personal development and training.
11. To maintain good communication and records relating to volunteer attendance, including maintaining an effective record, filing and archiving system
12. To deal with general clerical tasks such as on-site messages and mail, ensuring that they are directed appropriately.
13. To support and assist in the production of the newsletter and other media content.
14. To support effective delivery and transactions of goods/services that relate to the shed/hub and /or activities.
15. To keep up to date with changes in health and safety legislation/directives.
16. To ensure that health and safety requirements/information is made available to people using the shed/hub and help ensure that the hub is a safe and clean environment.
17. To be aware of our safeguarding responsibilities, maintain an awareness of safeguarding issues and to complete safeguarding adults and children's training.
18. To attend additional training identified in the supervisory process.
19. To complete grant applications to potential benefactors
20. To arrange meetings associated with the Project
21. To undertake such other duties as may be allocated from time to time within the scope of the post, by the Chair of Trustees

REVIEW ARRANGEMENTS: 6-Month Probation

The sections contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the business reserves the right to amend this Job Description from time to time and will consult with the post holder at the appropriate time.