



# North Tyneside Art Studio

transforming the lives of people experiencing mental health problems

Linskill Centre, Linskill Terrace, North Shields, Tyne & Wear, NE30 2AY

T: 0191 296 1156, E: [info.ntartstudio@gmail.com](mailto:info.ntartstudio@gmail.com)

[www.northtynesideartstudio.org.uk](http://www.northtynesideartstudio.org.uk)

## Job Description & Person Specification

### Administration Officer

<b>Job Title:</b>	Administration Officer
<b>Hours:</b>	15 hours a week
<b>Salary:</b>	£18 - 20,000 per annum (pro rata)
<b>Duration:</b>	6 month fixed term contract
<b>Responsible To:</b>	CEO

#### Main Purpose of the Role:

North Tyneside Art Studio requires a dynamic and experienced Administration Officer to join our team. The post holder will be responsible for a wide range of administrative duties, including financial processing and basic bookkeeping, to ensure the smooth running of the organisation.

You will be required to work as part of a small team and work closely with colleagues, volunteers and Studio members to develop and achieve organisational goals. You will need to be flexible and pro-active and bring organisational and problem solving skills to manage multiple tasks and schedules to ensure work is completed in a timely and accurate manner.

The role will be fast paced and demanding and require a positive, can-do attitude but we will ensure you get the training and support you need to succeed.

At all times you will demonstrate the ethos and values of NTAS, treating people with dignity and respect and promoting the principles of fairness and equality.

#### Key Responsibilities and Duties

- Maintain and update organisational data bases
- HR administration and record keeping, including conducting pre-employment checks
- Managing the recruitment and training of volunteers and line-managing all administration volunteer roles
- Financial processing, including procurement, administering invoices, payments and transactions and managing petty cash

- Producing financial reports and information to support the production of management accounts, annual accounts and strategic financial reports
- Produce reports and information for funders and compile monitoring and evaluation reports for both internal and external audiences
- Maintaining up to date policies and procedures
- You will organise and administer events and meetings, including Board meetings and build effective relationships with a wide range of stakeholders
- Maintain IT systems and oversee all business services and contracts
- You will work closely with Studio Members (service users) and respond positively to day-to-day needs and questions
- Act as safeguarding lead and ensure that all safeguarding requirements are met
- You will be responsible for general office duties in relation to filing, data entry, maintaining office supplies and stationery and handling petty cash.
- With a friendly and efficient manner you will act as first point of contact for general enquires, dealing with correspondence and answering phone calls and emails and drafting letters and reports as requested.

### **Person Specification**

We require a hard working person with a flexible attitude and a focus on finding solutions and getting things done who can demonstrate the following:

- Experience in an Administration Officer or similar role
- Experience and understanding of financial systems and processes and basic bookkeeping skills
- Excellent knowledge of IT systems including databases, word and excel
- Knowledge and experience in the use of social media
- Highly developed organisational skills with effective time management, the ability to prioritise tasks and work on own initiative
- Excellent administrative skills, including the ability to construct clear, grammatically correct emails, letters and reports at a high standard of presentation.
- Excellent communication skills and the ability to produce clear and accurate reports, letters and emails
- Highly developed interpersonal skills and the ability to build and maintain relationships with a wide range of stakeholders
- Knowledge of mental health issues and experience of working in a mental health setting would be an advantage