

## Job Description – Administration Officer

June 2024

<b>Job title</b>	<b>Administration Officer</b>
<b>Responsible to</b>	<b>Operations Manager</b>
<b>Saraly</b>	<b>£27,500.00 FTE (£18,333.00 pro rata) (Part-time 25 hours, per week, open to flexible hours)</b>
<b>Location</b>	<b>Guildford hybrid working</b>

### Main purpose of the role

To provide administrative support to the Chief Executive, Chief Operating Officer and Luminus management team and to provide general administrative support to the Luminus delivery team.

### Responsibilities and duties

1. To provide admin support to the Chief Executive, Chief Operating Officer and Luminus management team including diary management, setting up meetings etc.
2. Supporting the Operations Manager to oversee office maintenance, upkeep of office equipment and supplies as appropriate.
3. To cover Helpdesk phones, receiving/making calls, taking messages and assisting with the distribution and mailing of information.
4. To help coordinate internal team meetings and training, setting and circulating agendas and appropriate information, room booking and set-up of technology to include remote options, organising catering, accurately capturing actions and coordinating follow up.
5. To assist in the maintenance of agreed office procedures, including diary management, minute taking, keeping records, coding spend, processing expenses and liaising with the finance department.

6. To help coordinate quarterly SLA and commissioner review meetings for Luminus contracts e.g. set up meetings circulate agendas and take notes and actions.
7. To provide support to the Operations Manager in the administration required for Public Board meetings and the regular updating of policies and procedures (including data protection; filing, retention and destruction of documents).
8. To effectively use Microsoft 365 packages to produce letters, reports, minutes, update spreadsheets and other documents as required.
9. To act as mentor to the team Apprentice (when in post) supporting the COO/Operations Manager in their development.
10. To co-ordinate, support and attend events organised by Luminus.

### **General duties**

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training activities.

To undertake such other duties, training and/or hours of work which may be reasonably required, and which are consistent with the general level of responsibility of this job role. To undertake health and safety duties commensurate with the post and as detailed in the Luminus Health and Safety policy.

### **Conditions**

Carry out other such duties as may be required by the Chief Executive or Chief Operating Officer which are consistent with the duties and responsibilities of the post.

The other conditions of service and other current procedural agreements will be enclosed with the post-holders Contract of Employment.