**Job Description Pro-forma**

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| **Job Information** |
| **Job Title** | **Operations Officer** |
| **Salary**  | £24,000 per annum pro-rata (£9,600 actual) plus 4% pension |
| **Location** | The Lawnmowers, Formerly Pelaw Youth Community Centre, Shields Road, Pelaw, Tyne and Wear, NE10 0QD |
| **Working Hours** | 15 hours per weekFunded to March 2020 initially |

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| **Position in Organisation** |
| **Reports to** | CEO |
| **Budget accountability** | none |

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| **Overall purpose of the job** |
| To assist in company operations. |

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| **Responsibilities and Duties** |
| **Responsibility**  |
| Administration of operations activities as directed with some general office activities. |

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| **Duties required from each Responsibility** |
| **Work with CEO to:*** Prepare Board papers
* Create Board minutes
* Submit reports to Trustees
* Create additional material if required in advance of board
* Organise AGM
* Create or develop policies and procedures
* Organise any personnel administration
* Assist with funder and fundraising reports/bids
* Ensure GDPR compliance

**General Office:*** Answering telephone, log calls and redirect calls
* Opening post
* Complete filing
* Greeting visitors
* Stationery Ordering
* Update Company database as required
* Manage Petty Cash
* Maintain lists and registers
* Any other duties as may be required.

**Working with Core Company Beneficiaries:*** The post holder will work pro-actively to support Company members in understanding the Company’s administrative, financial and fundraising processes, and in particular will work closely with the Round Table and the Company representatives to the Board of Trustees ensuring transparency in information presentation and explanation.
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