**Administrator Job Description**

**Responsible to:** Foodbank General Manager

**Responsible for:** Administration for the foodbank

**Part-time**: 16 hours @ £9 per hour

**Overall responsibility of the job:** Work in association with the Foodbank Manager to ensure that all administration tasks are undertaken in a manner that allows the West Lothian Foodbank to run efficiently.

**Specific Duties:**

* Work effectively alongside the team to maintain and fulfil all administrative processes, such as data entry, filing of paperwork, minute taking and typing up of letters, emails and minutes
* Organising meetings for staff and clients
* Assist with the secure handling of all data
* Dealing with enquiries by telephone, e-mail, mail or in person
* Together with any other reasonable duties as specified by the General Manager, staff and Trustees to support the work of the foodbank.

# Key Skills:

* Good oral communication & telephone manner
* Excellent writing ability
* Strong keyboard skills demonstrating knowledge and experience working across all Microsoft Applications
* Ability to work comfortably both on your own initiative and within a team setting
* Time management skills and the ability to prioritize work
* Attention to detail and problem-solving skills
* Strong organizational skills with the ability to multi-task
* Good listener & empathy with client group and volunteer staff
* Numerate and comfortable interpreting statistical data

**Personal attributes:**

* There are no formal education requirements for this post, however a proven track record of excellent administrative experience in a busy and varied office setting would be beneficial
* Honesty and integrity
* Empathy and ability to work with people from disadvantaged, marginalised, or socially excluded backgrounds
* Passionate about tackling poverty
* Committed to the Christian ethos of the Trust

**Training**

* Induction, Health & Safetytraining will be provided
* Child/Vulnerable adult protection will be provided as appropriate

West Lothian foodbank is a charity founded on Christian principles. Not every member of the team is a Christian, but we all subscribe to the same values and hope that new team members will too.