



Promoting Quality in British Sign Language

#### **JOB DESCRIPTION**

**TITLE: JUNIOR ADMINISTRATOR**

**REPORTING TO: EXECUTIVE DIRECTOR**

**SALARY £15,000 - £18,000**

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#### **PURPOSE OF ROLE**

The purpose of the job role is to provide high quality administrative support to IBSL directors and employees, ensuring a high quality service is provided at all times.

#### **PRINCIPAL ACCOUNTABILITIES**

- Answering the telephone and dealing with calls appropriately, transferring calls to the relevant employee or taking messages as required
- Greeting visitors to IBSL offices
- Scheduling, organising and co-ordinating meetings and events
- Organising refreshments
- Handling incoming and outgoing post
- Diary and email management
- Room bookings
- Filing/archives
- Attending minutes and providing general administrative support / minute taking
- Typing letters and minutes
- Coordinating travel plans and accommodation

- Photocopying
- Ordering office supplies
- Any other duties as directed by your line manager

### PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>Education</b>	<p><i>Please note, iBSL actively encourage people who use communication support workers or BSL interpreters for English translation to apply for this position and welcome applications from Deaf people.</i></p> <ul style="list-style-type: none"> <li>• GCSE English or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Administration Level 3 qualification</li> <li>• IT qualification</li> <li>• Typing Qualification</li> </ul>
<b>Work Experience</b>	Previous experience within an administrative role	
<b>Abilities</b>	<p><i>Please note, iBSL actively encourage people who use communication support workers or BSL interpreters for English translation to apply for this position and welcome applications from Deaf people.</i></p> <ul style="list-style-type: none"> <li>• Exceptional written and verbal communication skills</li> <li>• Excellent IT skills</li> <li>• Experienced user of MS Outlook, Word, Excel and PowerPoint</li> <li>• Ability to assimilate large quantities of written and verbal communication quickly and produce accurate, timely minutes.</li> <li>• Excellent attention to detail, including proof reading skills</li> <li>• Ability to plan and manage own workload Ability to deal with sensitive information with discretion and</li> </ul>	

	ESSENTIAL	DESIRABLE
	maintain confidentiality at all times	
<b>Personality</b>	<ul style="list-style-type: none"> <li>• “Can do “mentality</li> <li>• Team player</li> <li>• Problem solver</li> <li>• Focused</li> <li>• Flexible</li> </ul>	
COMPETENCIES	ESSENTIAL	
<b>Create Solutions</b>	<ul style="list-style-type: none"> <li>• Contribute ideas to possible improvements within the business</li> <li>• Continually work to streamline the administration processes and ensure optimal efficiency is achieved</li> <li>• Anticipate the needs of the ED and prepare appropriately</li> <li>• Use own initiative to solve problems</li> </ul>	
<b>Focus on Sustainable Success</b>	<ul style="list-style-type: none"> <li>• Continue in efforts despite drawbacks or obstacles</li> <li>• Focus on supporting the long-term needs of the business</li> </ul>	
<b>Strive for results</b>	<ul style="list-style-type: none"> <li>• Strive to achieve goals and put in additional effort when required</li> <li>• Provide and receive constructive feedback</li> </ul>	
<b>Grow within a team</b>	<ul style="list-style-type: none"> <li>• Share knowledge and help others in the team to develop their skills</li> <li>• Cooperate effectively across the business to achieve team objectives</li> <li>• Share diverse opinions; foster diversity of thought and emphasise team success</li> </ul>	

This job description represents the needs of the business at the time of writing. Your job description and duties will develop in line with the needs of the business and you will be expected to undertake any activities commensurate with your seniority and skill level.

**TO APPLY:** Please email [admin@ibsl.org.uk](mailto:admin@ibsl.org.uk) for an application form.

**Initially the post is temporary and will be reviewed after 6 months**

**The closing date for applications is 12pm on Friday 21<sup>st</sup> December 2018. Late applications will not be accepted. The interview will be held week commencing 7<sup>th</sup> January 2019.**