



OFFICE Administrator Music in Hospitals & Care

Hours: Full Time 37.5 hours per week

Salary: Circa 20-23K Commensurate with experience

Place of work: MiHC South office | Walton on Thames, Surrey

Responsible to: Director South England | Chief Executive

The Office Administrator coordinates the smooth running of the Walton office, liaises with the teams across MiHC offices and works alongside our concert programme and fundraising initiatives, with administrative duties for Chief Executive.

Main responsibilities:

1. To provide an efficient, effective and comprehensive administration service for the staff in the Walton, Cardiff and Manchester offices, liaising with Edinburgh Office Administrator as required.
2. To create and maintain the Music in Hospitals & Care database information, ensuring compliance with relevant data protection legislation.
3. To provide reception duties. This involves handling queries via telephone and email and ensuring that messages are answered or passed to relevant team members. It also involves greeting visitors and arranging internal meetings.
4. To work directly with other team members to coordinate events and meetings including meeting notifications, venues, catering, supporting information for attendees, registration and feedback as required.
5. Work with the Concerts Team to confirm concert arrangements, gather and input feedback from concerts.
6. To maintain stocks of office supplies and to assist with sourcing and distribution of materials.
7. To support all aspects of running the office including ordering stationery, managing incoming and outgoing mail, filing (electronic and paper), photocopying and liaising with IT services, office supply services and building maintenance services.
8. To undertake any other duties appropriate to the post and in accordance with the needs of Music in Hospitals & Care.
9. HR elements include: Collation of staffing data, annual leave, facilitating absence processes and monitoring trends. Organising and updating annual leave and holiday calendars.
10. All employees are expected to read and follow Music in Hospitals & Care policies and procedures and carry out their duties in line with the vision and values of the organisation.

Additional duties:

- Duties as required by Chief Executive, including, but not limited to: Secretarial support for Chief Executive and Board, collation of papers, organisation of meetings, and distribution of minutes plus communication of monthly concerts to relevant parties.
- Minute staff meetings and distribute accordingly.
- Update website in line with news/events and content changes.
- Feedback: Add venue feedback to the database and send feedback to artists where applicable.
- Support concerts team with weekly administrative tasks.
- To attend fundraising events and concert activities as required.
- Filing and archiving charity documents as required in order to maintain clarity for all departments and offices.
- Arrange travel and accommodation for Chief Executive and other staff as required.
- Any other tasks as requested by Chief Executive.

This role requires a candidate with initiative, strong organisational abilities and experience of prioritising tasks alongside thorough administrative skills. A team player with a conscientious attitude.

Closing date for applications: 12 Noon Friday 16th November 2018

Interviews: Friday 23rd November 2018

Applicants: Please email vicky@mihc.org.uk with a CV and cover letter outlining why you would like the position and what you feel you could bring to the role.