

**Job Description**

**SNAPS’ Administrator and Holiday Activities Manager**

**Reporting to**: Chief Executive

**Place of Work:** Home with occasional meetings across Leeds

**Salary:** £12.60 per hour

**Hours:** 8 hours a week. Flexible Times

**Benefits:**

* 25 days increasing by 1 day a year in post to a maximum of 30 days, plus 8 bank holidays per year pro rata

**Job Purpose**

* To support the day-to-day running of SNAPS with administrative support in all areas

**Main Duties and Responsibilities**

* To undertake administrative tasks, ensuring the rest of the staff has adequate support to work efficiently.
* To manage initial general enquiries to SNAPS
* To record information from referral forms on SNAPS’ database and allocate each case to the relevant staff member
* To research and manage external providers for administration delivery such as mobile phone contracts
* To research, plan and deliver SNAPS’ holiday activities
* Manage the ticket booking system for holiday activities
* To manage SNAPS’ service user databases
* To manage the administration side of recruitment of staff including DBS application forms
* To produce documents as requested by the SNAPS team
* To send communications to the SNAPS’ team and wider audiences as requested by the team
* To manage information held by SNAPS to ensure all is up to date

**General responsibilities**

* To attend and contribute to SNAPS’ Board and Staff meetings and other meetings as required.
* To attend and contribute to management, performance review and staff training, and any other training identified as appropriate for the role.
* To ensure that all responsibilities and activities within this post are consistent with the terms and spirit of SNAPS' operational and employment policies and procedures, and other statutory policies.
* To adhere to the principles of General Data Protection Regulation and ensure there is an appropriate level of confidentiality and security of SNAPS' work.
* To occasionally work unsociable hours, e.g. attending evening or weekend meetings.
* The nature of the post will require flexibility in undertaking the role and will require the post holder to undertake other duties that are compatible with the nature and grade of this post.

**Requirements**

* Outstanding written and verbal communication skills
* Excellent organisational skills
* Able to work with a wide range of individuals
* Ability to use Word, Excel and email effectively
* Experience of managing projects from start to end is advantageous
* Must be able to multitask and work well under pressure
* Must be able to work independently, managing their own workload and priorities
* Good team player