

Project Food

Administrative Assistant

Project Food takes its role in the community extremely seriously. Supporting people, many of whom are vulnerable, to develop the confidence, motivation and skills they need for better health is an important responsibility and we also want to make sure that people also have fun and enjoy their interactions with us.

Our mission is to enable people in the South West to improve their diet, so they enjoy better physical and mental health; we want to provide a helping hand to healthy eating.

Our values, which are the lens through which we do everything, are to be committed to and respect others; to support and inspire them, and to excel in what we do.

As our Administrative Assistant you will make an important contribution to our work and support our whole by providing efficient, organised and effective office and project support ensuring the effective running of our work and the best possible support for our beneficiaries.

We are looking for someone well organised and enthusiastic about Project Food and its aims, as well as someone who enjoys working as part of a small team. The role will require frequent communications with our beneficiaries and volunteers, so someone who enjoys interacting with others is essential. We frequently need to help each other out, and any role within the organisation requires a degree of flexibility. Although this is primarily an admin role, it is not the job for someone who only wants to sit at a desk!

Job description

Office administration

1. To provide a warm welcome to all visitors, including volunteers, to Project Food, whether in person, on the phone or via email, offering help and support, as required.
2. To take phone messages accurately, deal with issues where possible and passing on to the appropriate person as required.
3. To manage the stationery and general cleaning product levels, including stock checking and re-ordering as required.
4. Maintain all Project Food policies, keeping track of renewal dates and informing the Project Manager/Director as required.
5. Keep track of insurance renewals and software licenses as necessary and inform and Project Manager/Director of upcoming renewal dates.
6. General office admin duties such as printing, photocopying, filing, post office duties and preparing folders etc.



PROJECT FOOD

A helping hand to healthy eating

Project coordination and administration

1. Alongside the Project Manager, ensuring that projects run smoothly. This includes:
 - ensuring that basic project paperwork is accurately produced and up to date, including preparing folders in a timely manner before cooking groups take place
 - distribution of publicity materials
 - shopping and sorting ingredients (when no volunteer is available to do so)
 - collecting feedback from sessional staff/volunteers and sessional attendees
 - ensuring that newsletter lists are up to date on the Cloud
 - To circulate email reminders and other information to beneficiaries before cooking groups meet, in a timely fashion.
 - Ordering fruit and veg for delivery.
 - To occasionally assist at sessions as a helper and make food deliveries if required.
 - To ensure that the free meals freezer is well stocked and contact volunteer cooks as required.
 - Basic spreadsheet data entry
2. To check that food hygiene paperwork has been completed by volunteers/staff.
3. To manage food hygiene and other training processes: keeping information up to date and ensuring that Project Food's kitchens are kept clean.
4. To ensure that labels are produced in a timely manner.
5. Volunteer admin – to assist the Project Manager and Communications Officer with the paperwork surrounding volunteer appointment e.g. arranging DBS checks, food hygiene checks.
6. To handle bookings for all events.
7. To maintain the contacts database.

Financial administration

1. To take orders and payments for meals and fruit and veg boxes, delivering within Axminster as required.
2. To accurately input data onto two accounts spreadsheets and ensure that it has been checked for errors, reporting any unusual transactions to the Project Manager.
3. To carry out a bank reconciliation each month, i.e. checking the bank statements against the accounts spreadsheet.
4. To carry out online banking payments each month and bank cheques etc.



PROJECT FOOD

A helping hand to healthy eating

Fundraising and Communications

1. To print out the labels/envelopes and letters for fundraising mail outs.
2. To assist in the production, envelope stuffing and distribution of the monthly newsletter.
3. To update the donor database.
4. Assist the Communications Officer with fundraising bookings and associated administration, including monitoring fundraising income and expenses.
5. Day-to-day social media admin. E.g. replying to comments, acknowledging messages, liking of other organisations posts.

Skills and behaviours required for the role

Skill/behaviour	Essential	Desirable
Excellent computer skills, including Word, Excel and Outlook	✓	
Computer skills – PowerPoint, Publisher, Access, Social Media		✓
Good attention to detail	✓	
Excellent organisational skills	✓	
Willingness to work as part of a small team	✓	
Willingness to be flexible	✓	
Good interpersonal skills	✓	
Driving license	✓	

This is a permanent, part time role. Hours will be 30 hours per week and the ideal candidate will work Monday to Friday (6 hours per day). The rate of pay is £11 per hour and holiday entitlement for this role is 28 days per year, including bank holidays.