

Office Administrator

Full time / Part-time: Part-time or full time
Reporting to: Executive Assistant
Location: Oxford

Background

Viva is an international Christian charity that is focussed on mobilising people to work together for children at risk. We are connecting, training and supporting thousands of people and projects through 44 city-wide networks across Latin America, Africa and Asia. Together we are changing the lives of over 1 million children around the world. See www.viva.org for more information.

Role Purpose

To provide daily general administrative assistance to various members of the staff team and ensure that Viva Oxford is a pleasant place to work by maintaining systems crucial to the smooth flow of daily office life. This role is pivotal to contributing towards the efficiency of a charity which punches well above its weight.

Key Responsibilities

People care

- Ensuring birthdays are celebrated
- Monitoring refreshment supplies and purchasing as necessary

General Office Administration

- Opening and disseminating the post on a daily basis
- Putting stamps on all post and taking to the post office
- Ensuring appropriate stamps are purchased in a timely fashion
- Monitoring stationery supplies and ordering as necessary
- Writing and monitoring monthly kitchen rota
- Photocopying, shredding, filing etc.

Executive Administration

- Assisting Executive Assistant in her support of the Chief Executive which could include building travel itineraries, research, meeting logistics (national and international) and regular administrative assistance

Other

- Occasional administrative support to Head of People Development and Head of Programme
- Actively participating in the wider life of Viva (e.g. attending devotions, staff away days)
- Willingness to step in and help staff members when they are busy which may include a broad range of things such as booking flights

Personal Specification

(E) Essential (D) Desirable

Skills and Experience

- Experience of working in an administrative post (D)
- Proven IT skills (MS Office Suite) (E)

General Qualities

- Identification with and sympathy for the Christian aims and values of Viva (E)
- Self-motivated, pro-active and flexible (E)
- Team player (E)
- A heart for “children at risk” (D)

Terms and Conditions of Employment

This is a part-time or full-time role for Viva, located at its Oxford offices in the UK. It is a requirement of all volunteers to be familiar with the contents of the Staff Manual, including the Values and Code of Conduct of Viva and to comply fully with the policies contained therein together with our Child Protection Policy.

Contact

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