



## **JOB DESCRIPTION**

<b><u>JOB TITLE</u></b>	Centre Administrator
<b><u>LOCATION</u></b>	Working flexible across Birmingham
<b><u>SALARY</u></b>	£17,218 per annum
<b><u>HOURS</u></b>	37 hours per week

## **JOB PURPOSE AND ROLE**

To undertake a range of general administrative duties for the organisation, and to support the Day Centre Team Manager & Head of Finance in order to facilitate the general efficiency and smooth running of these departments.

## **DUTIES AND RESPONSIBILITIES**

- Greet visitors and callers, handle their inquiries and direct them to the appropriate persons according to their needs
- Deal with incoming calls in a methodical and prompt way, being clear and interested, helpful and responsible and responding to and re-directing enquiries as appropriate
- Produce monthly invoices for all hire hirers across Birmingham
- Produce and Input data onto a centralised charity log system for a city council funded project
- Liaise with tutors and groups via email and telephone
- Produce monthly reports
- Book and record nail care appointments
- Open, record and distribute incoming post and deal with outgoing post on a daily basis, sorting and mailing
- To send out large general mailings photocopying, filling envelopes and mailing as requested
- Overseeing central emails and ensuring emails are actioned in a timely fashion
- Promote Age UK Birmingham services to local organisations
- Collect and disburse petty cash and keep accurate record of collections and disbursements
- Assisting and overseeing volunteers

## **OTHER INFORMATION**

**Age UK Birmingham**  
Seymour Centre,  
34 South Parade,  
Sutton Coldfield,  
B72 1QU

t 0121 437 0033  
e [info@ageukbirmingham.org.uk](mailto:info@ageukbirmingham.org.uk)  
[www.ageukbirmingham.org.uk](http://www.ageukbirmingham.org.uk)

**DAA**  
Birmingham Dementia  
Action Alliance



- Age UK Birmingham is in full membership of and works within the philosophy and principles of the Age England Association.
- Age UK Birmingham is committed to equal opportunities, principles and practices.
- All staff, in their particular roles and working collaboratively, will be expected to pursue the aims and objectives of Age UK Birmingham set out in the overall strategic plan for the Organisation.
- All staff must work within the policies and guidelines adopted by the Organisation
- All staff will participate in the supervision and appraisal systems adopted by the Organisation.