

# Kingdom Way Trust Administrator Job Description

**Job Title: Part Time Administrator (20 hours)**

**Reports to: Trust Manager**

## **Background:**

Although our primary focus at Kingdom Way Trust is always the people we work to support, there are various administrative tasks that are essential in the effective operation of the charity. We are currently responsible for four projects: The Winter Night Shelter, The Bridge supported accommodation, The Hope into Action properties and Hope Woodwork.

## **Overall role:**

This Administrator will work alongside the Trust Manager and be an integral part of the staff team offering administrative support which will facilitate the effective and efficient operation of the current projects of the charity.

The role will include:

- General office duties
- Keeping computer and paperwork systems organised
- Updating, collating and filing forms and reports used across the Trust
- Ensuring all relevant forms, records, plans and reports are up to date for residents
- Email correspondence and letter writing
- Managing housing benefit claims and payments
- Overseeing resident top up payment accounts and payments
- Maintaining Petty Cash and credit card purchase systems.
- Other basic book-keeping functions
- Recording and distributing meeting notes when necessary
- Maintaining annual leave records
- Coordinating property maintenance requirements
- Assisting with the production of newsletters and information for website
- Undertaking any other tasks deemed relevant to the job purpose as required