



SUPPORTING THE COMMUNITY THROUGH
ADVICE, SUPPORT & SERVICES

Operational Support Administrator

Hours:	10.00 – 14.00 20 hours per week – Monday to Friday
Salary:	£16,000 - £17,000 dependent on experience
Contract:	1 year fixed term contract
Reports to:	Operations Manager
Work base:	The Healthy Living Centre CIC, Walton Court, Aylesbury
Key Contacts:	CEO & HLC Management Team Operations Team HR Support Agency Service Providers Contractors

Job Summary

The Healthy Living Centre Community Interest Company is a well established, vibrant social enterprise, based in Aylesbury. It provides a variety of health and well-being services to areas of high deprivation in Buckinghamshire and the surrounding area.

The OSA will be central in ensuring comprehensive and robust administrative support to the organisation. Reporting to the Operations Manager, the role will work closely with both the management team, operations team and HR consultant.

Main Responsibilities

Administration

- Provide administrative support to the CEO and Ops Manager
- Develop and maintain accurate records which are GDR compliant
- Support front office personnel as required
- Support community development team with course preparation
- Data input where required
- Minute taking for staff and other meetings

HR Support

- Manage recruitment processes for employees and volunteers
- Maintain Personnel Records and processing of HR documentation
- Produce HR reports as required by Management and Board.

Marketing

- To support events planning
- To update social media and website
- Undertake training as required for the role
- To undertake other work that may arise on a day to day basis, to support the work of the HLC, as requested by the Manager.
- **This Post requires enhanced disclosure from the Disclosure and Barring Service.**

Person Specification

Operational Support Administrator



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Factor	Essential (E) / Desirable (D)
<p>Qualifications GCSE in Mathematics and English (A-C) (or equivalent) CIPD (Chartered Institute of Personnel and Development) - or equivalent</p>	<p>E D</p>
<p>Knowledge and Experience Experience of working within a social enterprise or third sector/charity organisation Good working knowledge of Microsoft Office and Excel Good understanding of H R responsibilities Experienced in administration of Pensions</p>	<p>D E E D</p>
<p>Skills and Abilities Confident in the use of computerised spreadsheet packages Excellent attention to detail Excellent interpersonal skills to build good relationships with internal and external contacts Ability to work independently and under own initiative as well as part of a team Understanding of and ability to maintain confidentiality Good organisational skills</p>	<p>E E E E E E</p>
<p>Personal Attributes Positive attitude, belief and approach to overcome obstacles to make things happen Flexibility in approach Emotional intelligence and resilience</p>	<p>E E E</p>