



The Winchester Beacon Admin Assistant – Job Description

Job Title: Part-time Admin Assistant - The Winchester Beacon

Reporting to: Operations Manager

Location: Winchester or local vicinity

Hours: part-time approximately 15 or 20 hrs per week. Office hours are 9am-5.30pm with the option to spread the hours across several days or condense the hours into less days. Core office hours of 10am-2.30pm would need to be covered. On occasion work may also need to be undertaken outside of core office hours.

Pay: Dependent on experience and in the region of £10.00 per hour

About The Winchester Beacon (TWB) – We are open 365 days & nights a year providing accommodation, food and vital support services to help break the cycle of homelessness and enable our residents to rebuild their lives. We offer much more than just a bed for the night; our aim is to create a safe, caring temporary home for our residents, and give support when it is needed most. Our provision includes comfortable accommodation, a nutritious menu, and wide-ranging services to restore self-esteem, develop skills, and support people back into long-term accommodation and independent living.

Main Job Objectives:

The Admin Assistant is responsible for working alongside our current part-time Administrator in order to assist with the day-to-day running and administration of the office for both the Operations Manager and Chief Executive, particularly:

- this would involve record keeping, and related paperwork to ensure the smooth running of the office, production of all TWB statistics

Key responsibilities:

1. **Management and organisation of all office administration:**

The Winchester Beacon, 20B Jewry Street, Winchester, Hampshire SO23 8RZ
www.winchesterbeacon.org.uk



01962 862050



admin@winchesterbeacon.org.uk

The Winchester Beacon is a trade name of the registered charity Winchester Churches Nightshelter.

Registered office: 20B Jewry Street, Winchester, SO23 8RZ. Registered charity number: 1080443 Company number: 03928334



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- General file maintenance for the Operations Manager and office, and keeping safe and accessible all archived files, key policy documents and other paperwork
- Ensuring all paperwork required for health and safety compliance, COSHH, and notice boards are regularly updated and in good order
- Data processing and preparation of required statistics and outcome information
- Attending and taking minutes for monthly staff team meetings and other meetings as required
- Ensure all donations and incoming gifts are appropriately logged and acknowledged
- Work with the Operations Manager to ensure the standards of health, safety, and security of the Beacon are in line with legislation and organisational guidelines

2. Office Reception duties:

- Undertaking office reception duties, answering, and replying to office phone calls, emails, receiving visitors and donations and ensuring safe and appropriate storage of donations
- Work with the Operations Manager to welcome and manage visitors to the office, and show visitors around TWB if required

3. Other Responsibilities:

- Assisting the Chief Executive with paperwork as and when required, and working with the Chief Executive to deputise for the Operations Manager in her absence, for example ensuring weekly fire check is done
- Assisting the Operations Manager and PR Co-ordinator with the promotion of TWB events and helping to promote awareness of the work of the Winchester Beacon
- To observe and comply with all policies and procedures for Health & Safety, Risk Assessment, Equal opportunities, Diversity & Equality, Safeguarding, Customer Care and Service User involvement and participation

The detailed duties above may vary or develop over time according to changing needs of TWB.

Please continue for the personal specification.

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PERSON SPECIFICATION - Necessary Skills, Attributes and Experience:		
• Proven experience of working within a busy office environment	E	
• Proven decision-making and ability to tackle day-to-day issues	E	
• Ability to liaise and work cohesively with internal and external groups and partners	E	
• Experienced in writing reports, letters and other correspondence, and in taking minutes	E	
• High level of IT literacy, including spreadsheets, databases, email, & Word	E	
• Experience of working directly with customers and members of the public	E	
Special Attributes (characteristics/qualities):		
• Highly motivated with genuine desire to help those in need, compassionate, caring, and good at communicating comfortably and effectively with a wide range of people	E	
• Excellent verbal and written communication skills, and able to prioritise and skilfully manage time	E	
• Able to use own initiative, plan ahead but be flexible in hours and outlook	E	
• Enthusiastic and approachable, sensitive, and able to cope under pressure and work as part of a small team	E	
• Clear awareness of professional boundaries, diplomatic and discreet	E	
• Have good sense of finance and basic budgets	E	
• Full current driving licence and use of vehicle		D

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Our Values:

Honest and open – we treat everyone with kindness and respect, without prejudice or discrimination

Safe and supportive – we provide a home where residents can be comfortable and safe and can find the help and restoration of self-esteem they need

Flexible and caring – we foster collaboration to work as a team with residents, staff, volunteers, the local community, and other agencies/ partners

You should be prepared to promote our values in a responsible and positive way on all occasions

Our Vision - to transform lives, inspire hope and end homelessness

Our Mission - to help break the cycle of homelessness by enabling people to rebuild their lives through independent living

To apply for the position please send your CV and covering letter to admin@winchesterbeacon.org.uk by 26th August 2022.

Admin Assistant Job Description 3/3 (updated July 2022)

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