**Administrative and Evaluation Assistant**

**VACANCY REFERENCE CODE: 08 /2018**

*Please quote this code on the application form*

‘You think your pain and your heartbreak are unprecedented in the history of the world, but then you read. It was books that taught me that the things that tormented me most were the very things that connected me with all the people who were alive, or who had ever been alive.’
 [James Baldwin](http://www.goodreads.com/author/show/10427.James_Baldwin)

**Based:** Calderstones Mansion House, Calderstones Park, Liverpool, L18 3JD

**Salary:** £15,000 - £17,000

**Hours:** Full Time

**Contract:** Permanent

**About this role:**

We are looking for a caring and committed person who can provide administrative, secretarial and practical support to the Directors Group and key departments across the organisation.

Duties will be varied, including taking minutes at meetings, diary management and working with the Monitoring & Evaluation Manager, supporting the monitoring of our impact. The role requires a resilient individual who can both assist others and act on her/his own initiative, using common sense and discretion, while working to tight deadlines.

**This role could be right for you, if you:**

* Want to gain an understanding of our work, across the breadth of the organization
* Are keen to develop new skills
* Are highly organised and able to organise others
* Are good at prioritizing, understanding the significant or pressing elements in an evolving situation
* Enjoy working with and analysing data
* Look for innovative solutions to problems

**Key responsibilities:**

* Provide organisational, administrative and secretarial support to the Directors Group and Senior Management Group, including diary management
* Work with the Chief Operating Officer (COO) to keep the risk register live and up-to-date
* Support the Monitoring & Evaluation Manager, helping with administration relating to our monitoring and evaluation processes
* Analyse data for project reports and internal learning purposes
* Provide administrative support on the Calderstones Capital Refurbishment Project
* Provide administrative support on events
* Provide administrative support to other departments where agreed by your line manager
* Any other duties that may be required as part of the role as requested by the COO

**Personal specification:**

Essential:

* Shares our ethos and values
* A good learner
* Excellent communication skills, both verbal and written
* Has the ability to use own initiative, can demonstrate practical common sense, and work independently
* Has emotional intelligence and emotional resilience
* Good at prioritising
* Understand the necessity of dealing carefully, and within data protection legislation, with confidential matters, including handling both personal and business-critical information
* Competent and experienced with Microsoft packages

Desirable:

* Experience of working in an administrative role previously
* Experience of diary management
* Experience of working in a charity setting

**How to Apply**

Note. Please do not just send in a CV. We will only consider applications that adhere to the following process -

Visit [www.thereader.org.uk](http://www.thereader.org.uk/) and select the ‘Get Involved Section’ where you will be able to view the full job description, recruitment pack and download an application form. Please complete the application form and submit to kateharrison@thereader.org.uk

**Deadline for applications: 27th July 2018, 9am.**

NB: applications arriving after **9am** will not be considered

**Selection Process:** If successful at shortlisting you will be invited to attend a panel interview. You may be required to complete a selection task at the interview if this is the case you will be informed of this prior to the interview date.

A high volume of applications may make replies to everyone impossible. If you have not heard from us by 6th August 2018, then unfortunately your application has been unsuccessful.

Role to start as soon as possible