

## **ISPS UK Admin post**

### **Job Description**

ISPS UK is a charity which promotes psychological and social approaches to psychosis. We are looking for a highly organised and detail-oriented individual, with excellent communication skills, to provide organisational and administrative support to our Trustees, members and all our stakeholders.

The holder of this post will be an experienced administrator for a charity. They will be the first point of contact for the charity, able to work independently using their own laptop, printer and telephone (and ISPS UK laptop is available if required). They will be able to work flexibly to meet the needs of the charity. This may require occasional weekend work. The administrator will be required to provide support to the committee meetings, conferences and workshops run by ISPS and you will be willing to sign a consultancy agreement contract.

### **Responsible for**

Maintaining our membership database, respond to telephone/email enquiries and manage renewals.

Experience of developing a communication strategy for a small charity.

Supporting the Chair with Trustee and AGM meetings, agreeing agendas, attending and minuting meetings.

Managing and recording financial transactions and maintain accounts.

Helping maintain our website and social media presence.

Supporting planning and delivery of conferences and other events.

Compliance with Charities Commission annual returns and trustee details.

Other administrative tasks as agreed with the Chair of ISPS UK and the committee members.

### **Person specification**

1. Knowledge and understanding of the aims and objectives of ISPS.
2. Previous relevant administrative experience, preferably within the charitable sector.
3. Experience of managing financial transactions and accounts.
4. Excellent written and verbal communication skills.

5. Ability to communicate with mental health professionals, mental health service users and their families.
6. Ability to understand the frameworks governing charitable work.
7. Proficient in Microsoft Office.
8. Experience in Bookkeeping Quickbooks or equivalent financial software.
9. Experience of updating web content management.
10. Ability to use social media in a professional context.
11. Experience of organising events.
12. Ability to work independently to manage workload and prioritise tasks.
13. Good team working skills with the ability to respond to new and challenging situations effectively and efficiently.
14. Ability to handle sensitive issues and difficult situations with tact and diplomacy.

#### Desirable

15. Experience of working in a mental health context.
16. Experience of designing posters, pamphlets and other promotional material.