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#### **ADMINISTRATOR – ABERDOVEY & OGWEN CENTRES**

**Salary:** £21,852 plus benefits (this will increase, pending April pay review)

**Hours of work:** 37.5 Hours per week

**Reporting to:** Head of Administration

**Contract:** Full-time

**The Outward Bound Trust**

We’re an educational charity that helps young people defy their limitations, so they become strong, resilient and curious, ready for the challenges of life. Using learning and adventures in the wild, we partner with schools, colleges, employers and youth groups to teach their young people most important lesson they could ever learn: to believe in themselves.

Our Aberdovey Ogwen Centres are based in the Snowdonia National Park and are two of six residential centres in the UK. Aberdovey can accommodate up to 168 young people at any one time, whilst Ogwen accommodates up to 36. Both have their own unique identity and are ideally based to access the wider adventures on offer in the National Park.

**The Purpose of the Job**

To provide a high level of administration support to the Centre Admin team and Centre Leadership Team (CLT) at Aberdovey Ogwen Centre.

**Job Description**

Reporting to the Head of Administration, the role is one of high quality and attention to detail administration. Your role will provide general administration support, mainly to the Course Administrator.

**Day to day responsibilities**

* Answering phone calls.
* Assisting with the incoming and outgoing post.
* Scanning relevant end of course paperwork.
* Administration of JMA + Patrons / Evaluations paperwork.
* Produce course paperwork for each group visiting the centres and e-mail to relevant people.
* Summer Adventures – including sending summer course information to participants.
* CTS reports/list for summer courses.
* Key distribution for all visiting staff and visitors.
* Producing certificates for all courses.
* Booking company vehicles in for 10-weekly checks, MOT’s, and Services.
* Updating and maintaining the vehicle information spreadsheet.
* Stationery supplies orders.
* Dealing with lost property.
* Updating staff photo board.
* Assisting with Alumi visitors to the centre.
* Support with petty cash, meal vouchers.

***Wider responsibilities***

* Be an active member of the administration function within the centre.
* Contribute towards delivering the charities strategic plans within the centre.

**Person Specification**

***Essential***

* Be IT literate, preferably competent in the use of Excel, Word and Outlook and able to use database and programming systems as per similar versions currently in use at the centre.
* A proven ability in being organised and handling detailed administration
* A solutions focused approach and excellent problem solving skills.
* A track record of being able to make sound judgments, taking varying and conflicting demands into account.
* The ability to communicate effectively with a wide range of people.
* The ability to relate big picture and to details of the “here and now”.
* A confident personal style with sufficient credibility/ presence to be able to influence.
* Be able to work within a small team with limited supervision to support the wider centre needs.

***Desirable***

* An understanding and empathy with a learning and/or adventure environment
* A working knowledge of the other IT programmes currently used by Outward Bound Trust for administration of courses, Finance, HR and other Admin functions.

The post holder will also be required to undertake an enhanced disclosure under the Disclosure and Barring Service.

**Salary and benefits**

Basic starting salary £21,852 plus benefits for a 37.5-hour week (this will increase, pending April pay review)

* Annual Leave of 24 days increasing by one day each year to a maximum of 30 days, plus bank holidays.
* Life Assurance: 3 x salary, covered from start date; includes Employee Assistance helpline.
* 8 weeks’ sick pay at full salary in any 12 months.
* Long-term Disability Insurance: 2/3 salary less state incapacity benefit after 6 months’ absence for up to 5 years, covered from start date.
* Personal Accident Insurance while at work or commuting.
* Choice of private healthcare or cash plan: on application after completion of probation; taxable benefit.
* Pension Scheme (currently Standard Life): Auto-enrolment of all staff after 3 months service.
* Berghaus uniform items provided.  Also, opportunity to purchase Berghaus products at discount.
* Discounted course fees for family members to attend Outward Bound Trust courses (after 12 months service).
* Cycle to Work Scheme.

**Probation period**

There is a 3-month probationary period from the employee’s start date.

**How to apply**

Anyone interested in applying should send a CV and a covering letter, explaining their fit to the Job Description and the Person Specification to:

Sharon Lloyd, Head of Administration, The Outward Bound Trust, Aberdovey Centre, Aberdovey, Gwynedd, LL35 0RA. Email: sharon.lloyd@outwardbound.org.uk

If you have any queries regarding the information supplied or the recruitment process, please contact Sharon Lloyd either by email as above, or telephone: 01654 767464 during office hours.

Closing date for applications: 14 March 2024

Interviews will be held: Tuesday 19 March 2024

Start Date: 29 April 2024 (or 22 April if applicant is available)