



<b>Job Title:</b>	Office Administrator
<b>Location:</b>	Crawley
<b>Hours:</b>	37.5 Hours
<b>Responsible to:</b>	Stevie Ruxton & Jo-Ann Silk
<b>Key working Relationships:</b>	HRM, OM, CEO, Leadership Team, Rugby Team

### **About the organisation:**

Circles Network is a UK wide voluntary organisation renowned for building inclusive communities on the foundations of justice, advocacy, empowerment, and friendships.

Our mission is to support disabled and disadvantaged people of all ages in a transformational and empowering way to live fulfilling and inclusive lives.

Our work is organised into four key segments:

- Circles Equine
- Circles Community
- Circles Advocacy
- Circles Academy

We are dedicated and passionate individuals who are committed to delivering high-quality support and our values of inclusion are at the heart of everything we do.

### **The Values of Inclusion**

All the work carried out by Circles Network is underpinned by a strongly held set of values and beliefs known as the values of inclusion. This philosophy, where all people, regardless of ability, are seen to be citizens of worth, drives us in our mission to support.

- Everyone has a voice and the right to be heard.
- All people have dreams and aspirations.
- All people have capabilities and qualities.
- All people should have power and control over what they do now and in the future.
- The whole community can benefit from embracing diversity.
- All people should have the opportunity to lead ordinary and valued lives.
- All people have the right to live and be part of the community.
- All people need friendships and independent relationships, a natural support network.
- All means All.

**Summary:**

The Office Administrator will provide administration support to the team and Project Manager, working alongside the current part time office administrator.

**Main duties and responsibilities:**

- Providing administrative assistance to the Project Manager and working alongside the current part time Office Administrator.
- Supporting the Project Manager with networking and making initial first step conversations with other organisations or professionals.
- Organising meetings for the Project Manager.
- Creating tools that benefit the team and people supported in the South East.
- Supporting the Project Manager with sourcing volunteers.
- Supporting the Project Manager with fundraising, working alongside Crawley Football Stadium.
- Liaise and build relationships with managers and other relevant team members across the organisation
- Supporting with social media platforms.
- Typing up documentation, support plans and risk assessments and reviewing personal information on systems.
- Researching new opportunities for the South East.
- Any other duties as deemed appropriate by the Project Manager.

### **Person Specification:**

#### **Qualifications and Training:**

- Proficient in Microsoft Office 365
- Maths and English GCSE grade C or 5 (or equivalent) as a minimum.

#### **Experience:**

- Ability to multi-task and switch between tasks regularly and competently
- Self-motivated
- Confident communicator
- Ability to work on their own but also as part of a wider team.

#### **Personal Attributes:**

**Commitment** – Acts as a role model and positively promotes the organisation. Takes responsibility for their own development.

**Care and Compassion** - understands how other people may be feeling, showing concern/interest in their issues and lives. Has a keen interest in animals and nature.

**Communication** - to be able to successfully share ideas, feelings, and information. Has an inquisitive nature.

**Creativity** – uses imagination and original ideas to support the development of their work. Not afraid to think outside the box.

**Intuition and Self Awareness** – positive attitude and growth mindset.

**Authenticity and Integrity** – honest and genuine person.

**Connection** – friendly with an ability to build relationships at all levels.