



## Person Specification & Job Description

**Position Title:** Office Co-ordinator

**Reports to:** Managing Director

**Hours:** 16 per week (4 hrs pr day over 4 days)

**Salary:** £17,500 - £18,500 pr annum pro rata (depending on experience)

### Job Duties:

Providing administration duties to ensure office processes run smoothly.  
Undertaking all office related functions necessary in the running of Sirona Therapeutic Horsemanship education and equine programmes. This includes and involves the following;

	Essential:	Desirable qualities
Experience	Prior experience in office administration Proficient in Microsoft Office programmes, including excel Computer literacy Basic bookkeeping skills Knowledge of social media	Knowledge of accounting software  Knowledge of design software
Skills & abilities	Excellent communication skills Well organised with ability and flexibility to multi-task Reliable with patience and professionalism Ability to work in a fast-paced and evolving environment Ability to work well without supervision Good team worker	HR experience Have managed staff/volunteers Interest in horses/equine-assisted therapy Artistic flair
Qualifications	Minimum of GCSE in English & Maths	Relevant degree/qualifications in business administration etc
Other	Flexible with working hours Able to work at home with access to broadband and computer if necessary	Current driving licence Equine experience Experience with disadvantaged young people/adults

## Office Co-Ordinator Job Duties

- Maintain databases and files and records with effective filing systems
- Greet and assist visitors and manage telephone and email enquiries
- Manage client documentation including referrals, diary, contracts etc
- Set up and maintain personnel files & manage contracts, sickness, holiday, maternity documentation and recruitment
- Oversee volunteer co-ordination, including recruitment, induction and reviews
- Co-ordinate training requirements and organise team events
- Oversee and maintain policies and procedures
- Oversee property management including overseeing contractors on site, maintenance records, organising annual electrical testing etc
- Responsible for incoming and outgoing mail
- Order and maintain office supplies
- Organise staff meetings and take minutes at meetings and team supervision
- Event co-ordination – open days etc
- Publicity and marketing, sending press releases, liaising with press etc
- Basic bookkeeping and invoicing
- Keep office clean and organised