



FRIENDS OF WINDMILL GARDENS

(Registered Charity, Number: 1121790)

24 Prague Place | Blenheim Gardens | Brixton | London SW2 5ED

m: 0758 717 0029 | **e:** info@brixtonwindmill.org.uk

w: brixtonwindmill.org/friends | **b:** brixtonwindmill.org/friends-blog

twitter: @brixtonwindmill

Project Administrator £29,000 per annum *pro rata*

JOB DESCRIPTION – part time, fixed term contract

Main responsibilities of the Project Administrator

Summary: The post holder will work to support the Friends of Windmill Gardens through the implementation of the HLF Resilient Fund Grant period and the step changes required to prepare for and open the new education building at Brixton Windmill.

This preparedness includes the establishment of the Friends as a Charitable Incorporated Organisation with a new Board of Trustees; reviewing and introducing new systems to ensure sustainable growth in volunteering, membership, trading and finance.

Reporting: The post reports to the Chair of the Friends of Windmill Gardens.

Days/Hours: To work flexibly 2.5 days (17.5 hours) per week which will involve occasional evening or weekend commitments at the standard pay rate. Initially the post will be based at the BGRMO office. Once the new Windmill Education Centre opens in January it will be based there. Additional hours may be worked by agreement if the service demands this.

Main duties:

- 1) To co-ordinate the implementation of the HLF Resilient Fund project plan maintaining, updating and progress chasing on the basis of the project plan.
- 2) To maintain a database of all monitoring information for reporting to the Board, the HLF who are funding this post, Lambeth Council etc.
- 3) To organise meetings and minute board, general, and project meetings as required.
- 4) To assemble, produce, and distribute notices and newsletters if required.
- 5) To keep basic financial records for the Treasurer.
- 6) To handle petty cash, receipts for sale items, donations and other items and process such income in accordance with internal procedures and gift aid requirements.
- 7) To take bookings for events, activities, education workshops and other classes.
- 8) To support the volunteer co-ordinator and enter volunteers onto the rota and keep records of volunteer hours and training.
- 9) To assist with purchasing items working with the appropriate lead Board member.

- 10) To keep an inventory of stock, keep stocks replenished and assist with an annual stock-take.
- 11) To maintain and develop office and project administrative systems alongside Board members and other volunteers.
- 12) To open and close the building as required in accordance with health and safety and other policies of the Friends.
- 13) In all matters to comply with the policies of the procedures of the Friends of Windmill Gardens especially in relation to safety; safeguarding, equalities and dedication to working in the interests of the whole community.

Person Specification

1. Experience

- 1.1 Experience of administration in an office, project or similar environment.
- 1.2 Experience of working with the public or in a voluntary/community sector organisation.
- 1.3 Experience of completing tasks to a high standard and to deadlines (for example correspondence or reports).

2 Skills

- 2.1 Ability to use IT for word processing, record keeping, emails and the internet.
- 2.2 Able to work well on your own and complete tasks to clear specifications.
- 2.3 Numeracy sufficient to undertake the basic tasks in the job description.

2.3 Knowledge

- 3.1 Understanding of basic office administration systems.
- 3.2 Understanding of the importance of heritage to communities and visitors.

4 Aptitude

- 4.1 Ability to work well with trustees, other volunteers, users and visitors from diverse communities.
- 4.2 Commitment to providing a good user and visitor experience at Brixton Windmill and Windmill Gardens.
- 4.3 Adaptability to changing circumstances and ability to help to improve systems and practices in collaboration with trustees and colleagues.



LOTTERY FUNDED