**Objectives and responsibilities**

**Provide office wide administrative support with guidance from the line manager:**

* Manage an effective Administration function for the UNA-UK Team e.g. arrange internal meetings and staff events, including social events and training, maintain UNA-UK calendars etc
* Support with UNA-UK inboxes (info@ and jobs@), responding to requests and queries etc.
* Assist in recruitment process for new hires by liaising and arranging interviews etc
* Undertake reception duties e.g. greeting visitors, responding to voicemail enquiries, overseeing the process of sending all office post etc
* Ad hoc support with UNA-UK events in particular quarterly UNA Groups, UNA-UK conference
* Support the organisation’s commitment to a paperless office by transferring historic documents to online storage
* Provide administrative support in organising and delivering UNA-UK events
* Provide admin support with UNA-UK’s website
* Provide support to the CEO in organising their calendar, arranging meetings etc

**Provide premises and facilities support with guidance from the line manager:**

* Liaise with IT contractors, telecommunications, post and couriers, cleaning suppliers, recycling and office archiving and others as necessary
* Open all post, prioritise urgent mail and liaise with team members as appropriate, upload scanned copies to the relevant folder on the UNA-UK server and distribute licensee mail as appropriate
* Admin support for the premises such as - but not limited to – kitchen supplies, meeting rooms admin, recycling, advertising and hiring out of office spaces.

**Other tasks:**

* Provide admin support for staff with the development of UK outreach activities for our key campaigns
* Regularly update and reconcile database records to support the Chief Operations Officer with management reporting, gift-aid claims and year end audit
* Maintain and update UNA-UK policy documents and resources once agreed with the Chief Operations Officer
* Support the UNA-UK team with research tasks such as tasks relating to funding or any items relating to policy or UNA-UK campaigns
* Provide support to UNA-UK’s Chair and forward relevant correspondence
* Any other reasonable task as may be assigned that is consistent with the nature of the job and its level of responsibility, including cover for other staff as appropriate