

Office Administrator

£15-£18k pro rata

Part Time 18.5 hour per week flexible working
Initially 12 month contract (subject to review)



Nottingham Leisure Partnership Ltd
City Licensees in business together

A role exists for an experienced and mature office administrator to join the country's first ever leisure specific Business Improvement District in Nottingham City Centre, as it reaches its next crucial stage

You will be a willing and energetic individual, responsible for day-to-day management of the Company office providing administrative support to the Board of Directors and project groups, which over the next 5 years are responsible to 250 businesses operating in the leisure, tourism and hospitality sectors to raise the profile of the City Centre as a great leisure destination.

The ideal candidate will be a team player with a varied office background gained throughout your working life and you will possess high standards of office skills with excellent IT skills, in Access, Word, Excel and PowerPoint. You must be organised and methodical with excellent verbal and written communication skills.

A full job description and personal specification can be found on the following link:
[www.nottinghambid.co.uk /downloads](http://www.nottinghambid.co.uk/downloads)

Please send your CV and covering letter to:

Pat Parkes, Nottingham Leisure Partnership Limited,
The Office Suite, Days Hotel, Wollaton Street, Nottingham NG1 5FW
Or email info@nottinghambid.co.uk

Closing date: Friday 6th June 2008
www.nottinghambid.co.uk

Office Administrator Job Description

Job Title: Office Administrator

Reporting to: Executive Director / Board of Directors

Hours: Part time 18-20 hour per week (hours negotiable)

Salary: £15,000 - £18,000 p.a. (pro-rata)



Background: A role exists for an experienced and mature office administrator to join the country's first ever leisure specific Business Improvement District in Nottingham City Centre.

Role/Purpose: To provide administrative support to the Board of Directors and project groups. .

Key Accountabilities

- To be responsible for office management
- To be responsible for setting up and co-ordinating meetings with stakeholders, service providers, board members and action group members
- To service Board meetings and Action Group meetings, taking and producing minutes
- To assist Exec Director in developing funding bids and carry out any subsequent monitoring procedures and reporting.
- Develop a company contact database, updating and maintaining when necessary
- To maintain and ensure all press coverage is captured and archived
- Respond to all "email us" enquiries from our website and deal/forward as appropriate.
- Collate information for business newsletters
- Be an active participant in the management team.
- General administrative duties, filing and any other tasks, as directed.

Essential Key Skills

- Excellent communication skills, both verbal and written
- Literacy and numeracy skills
- Minute taking
- IT skills, Access, Word and Excel, PowerPoint
- High standards of office administration in terms of slick, efficient systems and organised working environment – leaving no loose ends.
- Team player who enjoys being hands on.
- Initiative in dealing with enquiries both external and internal.

Desirable Key Skills

- Enthusiastic, confident self-starter
- Observant and accurate – paying meticulous attention to detail
- Proactive but flexible to be able to react to fluctuating needs of the business
- A person who is happy to work on their own initiative and take on extra work when the business demands
- A willing and energetic individual willing to participate in sharing the management load
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Typical Background

- Must have worked in a varied office environment
- Experience more important than qualifications