



# Job Advert

## General Administrator



**Job Title:** General Administrator

**Reporting to:** Project Lead

**Location:** Hybrid - 1 day per week working from home and other locations.

**Salary:** £6,000 - £7,000 pa (PAYE with paid holiday leave)

**Type:** Part-time 7 hours per week (contract until 1st June 2028).

**Job Funded by:** National Lottery Community Fund.

**Application deadline:** 27st June 2025 at 5pm

### Company information who are recruiting

Partners in Dementia ([www.partnersindementia.org.uk](http://www.partnersindementia.org.uk)) have been awarded £168,380 by the National Lottery Community Fund to deliver an innovative and much needed three year project in and around York. We are ambitious for the proven methods we will use in our project and are leading advances in dementia care locally.

### Summary of General Administrator role

As an Administrator you will hold a key position within the organisation and be responsible for administrative duties in relation to the delivery of our National Lottery Community Fund funded project.

### Key Responsibilities and Tasks

- To be a key member of staff contributing significant effort to make sure the team attains its project targets by providing an efficient, collaborative service.
- Ensure key understanding of the admin systems at all times.
- Ensure strong knowledge of the key policies.
- Ensure accurate completion of all administrative tasks including the processing of payments and monies and the maintenance of clients' records.
- Respond efficiently and sensitively to enquiries from the general public and professionals.
- Liaise with colleagues on a regular basis to inform them about relevant enquiries and referrals.
- Attend and actively contribute at biannual team meetings involving all other project staff.
- Share knowledge, information and experience freely with others & support efficiency and good data collection in practice.
- Work professionally with external professionals and colleagues.
- Participate as a team player by being involved in team activities and being sensitive to others' needs.
- Ensure takes a proactive approach to requesting support when required from Project Lead.
- Keep up to date by reading internal and external communications.

## **Other Responsibilities**

- Maintain an open and approachable manner at all times.
- Ensure that all documentation is processed as per company protocol and in a prompt and efficient manner.
- Ensure that all communications with clients and service are within protocol and performed professionally.
- Follow Partners in Dementia practice protocols and policies to provide a safe and legal environment.
- Use own initiative to work through tasks methodically, planning and prioritising them on a day to-day basis.

## **Essential Experience and Skills**

- Computer skills including Microsoft, Excel, Power Point and email.
- Be able to make decisions at pace.
- Be able to demonstrate resilience in the face of complex and challenging environments.
- Strong organisational and analytical skills.
- Ability to self-motivate and work efficiently through self-direction as well as across a team.
- Excellent administration skills and strong attention to detail and accuracy.
- Strong customer service orientation & communications (internal & external).
- Ability to mentor, coach, engage and train colleagues on administrative data.
- Takes initiative, adopts a flexible and proactive approach and has a drive to support the valuable data collection for the organisation.
- Highly organised with strong organisational, planning and administrative skills with the ability to manage multiple tasks at any one time.
- Able to analyse a wide range of information and data.

## **Desirable Experience and Skills**

- Knowledge of various data collection methods.
- Worked for a small business or charity before.
- Some experience with social media and posting online.

## **Key Dates and Information**

- **To apply:** send an email with your CV, and very important- a covering letter explaining why you'd be ideal for this role, to [partnersindementia@gmail.com](mailto:partnersindementia@gmail.com)
- **For an informal chat:** call Justin on 07932 420726.
- **Interview dates (online):** Monday 14th July 2025.
- **Start date and induction:** Week commencing Monday 28th July.

Partners in Dementia is committed to being a fully inclusive place to work where all our colleagues are encouraged and supported to be themselves, where difference is celebrated and where everyone feels able to deliver their best.