



Rural Services Network  
Administrative Officer

Job Description

- 1) Providing general administrative support to the office
- 2) Being the first point of contact for telephone and generic enquiries
- 3) Providing assistance with planning and arranging events, including organising catering and facilities
- 4) Organising meetings which bring together large numbers of our customers
- 5) Collating and formatting Agendas and associated papers, and emailing to relevant groups, maintaining bookings and attendance and apologies lists.
- 6) Maintaining and updating databases with details of customer organisations and individuals and their preferences.
- 7) From time to time, research into organisations or subjects on the internet, according to the work requirements of the office.
- 8) Liaising with customers who can range from Parish Councils, Local Authorities, Private Sector Partners, National Organisations and Parliamentarians.
- 9) Provide basic financial assistance re raising invoices, requesting Purchase Orders and chasing outstanding payments from customers.
- 10) On occasion supporting website functions and updating social media profiles.
- 11) The above tasks are those specific to your role but may include other appropriate tasks as designated by your Manager.



## Administrative Officer Person Specification

QUALIFICATIONS	Essential	Desirable
• Good standard of general education	✓	
• GCSE Mathematics equivalent to Grade C	✓	
• GCSE English equivalent to Grade C	✓	
• European Computer Driving Licence (ECDL) or equivalent experience using Microsoft Office Packages	✓	

EXPERIENCE	Essential	Desirable
• Practical experience of working with others	✓	
• Experience of using own initiative	✓	
• Minimum 2 years' experience of working in a small but busy office environment	✓	
• Experience or understanding of issues affecting rural areas and the interactions between local authorities and government.		✓

SKILLS	Essential	Desirable
• Excellent communication skills (Written and Oral)	✓	
• IT skills	✓	
• Time Management and the ability to work to deadlines	✓	
• Problem solving skills	✓	
• Interpersonal skills	✓	
• Organised, efficient and able to produce work to a high level of accuracy	✓	

BEHAVIOURS	Essential	Desirable
• Planning and organising	✓	
• Performing under pressure	✓	
• Adaptability	✓	
• Team working	✓	
• Self motivated	✓	
• Flexibility	✓	
• Confidentiality	✓	