



**OFFICE ADMINISTRATOR
GO! SOUTHAMPTON
JOB DESCRIPTION**

Responsible to:	Go! Southampton BID Board of Directors
Reporting to:	Jon Walton, Go! Southampton CEO
Responsible for:	Go! Southampton staff team, consultants and contractors
Position:	Permanent
Hours of work:	40 hours per week. Occasional evening and weekend working is required.
Salary:	£23,000 per annum, with contributory pension after probationary period.
Location:	Southampton City Centre

Context

No city can prosper without a thriving centre – a place where businesses can flourish, residents can find products and services they need, and cultural opportunities are many and varied. In the past, Southampton’s City Centre has not fulfilled its potential. Now there is a once in a generation opportunity to put this right and to create a city centre of which we can be proud.

Investment is coming in the form of new developments that can dramatically change the way our city is perceived and used. If this is to happen, the voice of city business must be stronger and more coordinated than has been the case before. We must hear both what existing businesses need, and what will attract new commercial activity to Southampton. That is why businesses in Southampton City Centre have created a Business Improvement District – an organisation owned, led and funded by local business with the long-term goal of creating a world-class City Centre.

Go! Southampton starts work on 1st April 2017 following an overwhelming vote in favour in November 2016. The BID brings together a wide cross section of businesses from high street retailers and independent shops to world-class cultural facilities, offices of major corporates, and the maritime industry. Go! Southampton will have an initial term of 5 years to 31st March 2022. It will then have an opportunity to extend this for a further five years through a successful renewal ballot.

Go! Southampton is now seeking an exceptional candidate with wide-ranging administrative and financial experience to support the new BID team. Central to their work programme will be responding to enquiries from BID member businesses.

Job Purpose

To ensure the smooth running of the office and to provide administrative support for Go! Southampton events and projects.

Principal Accountabilities

- Keep CRM database up to date and use it to send out mailings
- Maintain stock levels of office consumables and services and restock on monthly basis
- Ensure office equipment is maintained and faults resolved
- Book venues and catering for meetings, collate presentations, circulate papers and take minutes of board, theme group and team meetings
- Collate bookings for events, including guided walks and business breakfasts
- Mail out meeting papers and invitations to events
- Ensure audio-visual equipment and any other requested equipment and attendance lists are prepared for meetings and events
- Keep meeting schedule up to date
- Keep annual leave records of staff
- Receive visitors and callers to the office, providing refreshments and redirecting as necessary
- Collect and distribute post and receive deliveries
- Answer the office phone main number, check incoming messages and update outgoing message
- Participate in 'cold calling' of BID member businesses to promote BID initiatives or to secure information/feedback
- Assist in facilities management issues and office moves
- Keep register and location of assets up to date
- Record invoices received and prepare schedule for approvals
- Prepare invoices on request
- Issue Purchase Orders on request
- Set up accounts with approved suppliers

Terms & Conditions

- Permanent.
- 40 hours per week. Requests for part time work for two to three days a week (or equivalent hours spread across more days) may be considered. Occasional attendance at early evening and early morning events will be required.
- NVQ qualification training may be available for a successful candidate with fewer than 6 months office experience



- Work base is the Go! Southampton BID office, currently with the Southampton Chamber of Commerce on Above Bar Street.
- 25 days holiday per annum, in addition to public holidays
- Salary will be £23,000 pa. A higher salary may be awarded to an exceptionally experienced candidate (particularly one with book-keeping skills) on satisfactory completion of the probationary period
- Contributory pension after probationary period
- Probationary period of three months

How to apply

Send CV and covering letter outlining how you are suited to this role, by Wednesday 19th April 2017 to Claire Rodgers, Go! Southampton,

Email: info@gosouthampton.co.uk.

Interviews will be held during the week commencing Monday 24th April 2017.

Person Specification

Education

Minimum of 5 GCSEs or equivalent

Knowledge relevant to the job

- Knowledge of Southampton city centre and its businesses.

Experience relevant to the job

- Administrative experience in an office setting
- SAGE book keeping experience would be very welcome but is not essential

Skills & Abilities

- Well organised and able to work proactively, systematically and, on occasions, independently
- Excellent customer skills, including the ability to 'meet and greet' visitors to the office in a pleasant and helpful fashion
- Good communication skills, including the ability to write and speak clearly
- Numerate enough to undertake book –keeping with training
- Able to follow health & safety procedures and practices
- Attention to detail and ability to maintain focus
- Able to use a range of Microsoft Office programmes such as Word, Outlook, Excel
- Able to organise storage and files in subject, alphabetical and numerical order