



## **T.H.O.M.A.S. (Those on the Margins of a Society) Job Description**

**Title of Post:** Administrator / Marketing Officer (Social Enterprise)

**Salary:** £20,000 Pro rata

**Based at:** Blackburn / Salford

**Reports to:** Chief Executive

**Responsible to:** Chief Executive

**Area of Operation:** Blackburn / Salford

**Hours of Work:** 20

### **Role**

THOMAS provides psychosocial recovery services to people with drug and alcohol addictions. Its projects consist of residential and community based services and social enterprise. The post holder will work within the social enterprise project with the aim of broadening the enterprise remit and assist and support the central management team in the strategic development of the enterprise.

## **Key Tasks**

### **Key Activities:**

Handle enquiries from potential purchasers and update appropriate records

Provide administrative support to social enterprise project and provide link between chief executive office and social enterprise project.

Draft, type and dispatch reports, letters, agendas and minutes/records of meetings.

Provide online marketing support, updating facebook, ebay and other social marketing accounts

Attend meetings and take minutes

Record financial transaction paperwork and prepare financial reports

Assist with project related research- venues for occasional furniture sales fairs etc

Maintaining register of risk assessment etc

Maintaining site maintenance schedules

### **Essential criteria:**

- ✓ The ability to work effectively
- ✓ Solid attention to detail
- ✓ The ability to plan and organise safety checks
- ✓ Experience of working in a range of settings
- ✓ Confidence to work on own initiative as well as part of a team

**And the ability to:**

- ✓ Respond flexibly to the demands of the post.
- ✓ Work as a member of a team.
- ✓ Show a capacity to work alone and the ability to keep calm under pressure.
- ✓ Driver

**Desirable Criteria**

Level 3 qualification/A Levels or experience to an equivalent level

**Essential Criteria**

Experience of admin work and marketing

Operation and management of networked IT systems and phone systems

Understanding of the importance of monitoring and recording

Ability to design and implement effective processes and procedures

Excellent communication skills

Flair for marketing and visual presentation

IT skills – Word, Excel, Powerpoint, Outlook and online platforms

Ability to plan, prioritise and manage own workload

**This post is subject to DBS at an enhanced level.**

**Amendments: This description accurately reflects the present position; it may be amended and reviewed. Any change will be made following a proper period of consultation.**

I fully understand this job specification.

Print Name:

Signed

Date