

JOB DESCRIPTION

JOB TITLE:	Administrative Assistant
LOCATION:	Disability Sport NI, 189 Airport Road West, Belfast (with hybrid working).
REPORTS TO:	Communications and Services Manager.
SALARY:	NJC Pay Scale: Points 3 - 4 (£24,796 - £25,185 Under Review). £7,935 - £8,059 per annum pro-rata for a 12-hour week.
HOURS:	Part-time 12 hours per week.
DURATION:	12-month fixed term contract with the possibility of a 4-year extension subject to funding.

Background Information:

Disability Sport NI is the main disability sports charity in Northern Ireland working to improve the health and wellbeing of disabled people through sport and active recreation.

We believe that every disabled person has the right to participate in all aspects of life and are committed to building a more inclusive society where disabled people have the same opportunity as non-disabled people to lead a full, active and healthy lifestyle through sport and active recreation.

We work with people with physical, sensory and learning disabilities of all ages, and with schools, disability groups, sports clubs and District Councils to ensure that everyone can experience the social and health benefits of sport and active recreation.

We also work closely with Sport Northern Ireland and Governing Bodies of Sport to ensure that talented disabled sports people have the same opportunity as their non-disabled peers to train, compete and excel in their chosen sport on the world stage. This includes managing the development of the Paralympic sports of Boccia and Wheelchair Basketball in Northern Ireland.

From our experience over the last 25-years we know that participation in sport and active recreation can and does improve the health and wellbeing of disabled people, so we aim each year to bring the benefits of our work to more disabled people in every area of Northern Ireland. The activities of our Administrative Assistant are important in supporting our charity to achieve this aim.

Further information on the work of Disability Sport NI is available at www.dsni.co.uk

Job Purpose:

To provide general administrative support to the staff team at Disability Sport NI. The postholder will support the effective day-to-day running of the organisation and support efficient office administration and coordination across all areas of the charity's work.

This role requires excellent organisation skills, strong attention to detail, the ability to manage different priorities, and a professional and welcoming approach to the public.

Main Duties and Responsibilities

1. Administrative Support

- 1.1 Provide administrative support to the staff team.
 - 1.2 Act as a first point of contact for the charity, responding professionally to telephone calls, emails, and enquiries, referring them on to relevant members of staff.
 - 1.3 Prepare, format, proofread, and distribute correspondence, papers, reports and publications as required within agreed deadlines.
 - 1.4 Arrange travel, accommodation, transport, and flights for staff as required.
 - 1.5 Manage incoming and outgoing post.
 - 1.6 Assist with the organisation of events, training courses, seminars, and conferences.
 - 1.7 Maintain effective electronic and manual filing and information management systems.
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2. Office and Facilities Management Support

- 2.1 In liaison with the Communications and Services Manager, maintain accurate records of office-related contracts and services and support the work of the Facilities Committee.
- 2.2 Act as the primary contact for matters relating to the Portside Office Building, liaising with contractors, engineers, landlords, and service providers as required.
- 2.3 Coordinate routine servicing, maintenance, and repairs of office equipment and facilities.
- 2.4 Monitor office supply levels and arrange the timely ordering of stationery and consumables.

2.5 Support the management of company vehicles, including servicing, MOTs, insurance, fuel cards, and maintenance of driver records.

2.6 Maintain and regularly update the organisation's asset register.

3. IT Systems Support

3.1 Act as liaison between staff and external IT provider (Zenith), raising and monitoring support tickets.

3.2 Manage the administrator IT account.

3.3 In liaison with the Communications and Services Manager to maintain accurate records of IT equipment, licences, and systems.

4. Finance Support

4.1 To forward invoices, purchase orders, sales documentation, and finance related queries to the management team in a timely manner.

4.2 Process and lodge cash and cheque payments received by the organisation in accordance with financial procedures.

5. Governance and Compliance Support

5.1 To support the organisation of the Annual General Meeting, including venue booking, the preparation of papers, and minute-taking.

5.2 In liaison with the CEO and Communications and Services Manager to support the maintenance of up-to-date statutory records with Companies House, the Charity Commission for Northern Ireland and the Equality Commission for Northern Ireland.

5.3 Act as liaison with the NI Sports Forum in relation to Access NI applications and maintain accurate records of Access NI certification for staff and volunteers.

5.4 Maintain and update the charity's membership database and support communications with member organisations.

6. General

7.1 To undertake training as required by Disability Sport NI.

7.2 To carry out any other duties commensurate with the grade and level of responsibility of the post.