



JOB TITLE: Office Administrator

Location: PhotoVoice office, 94 Leonard Street, London

Main purpose of the job

To implement efficient office, financial, communications and systems administration, and to provide effective administrative support to all PhotoVoice's activities.

Main duties and responsibilities:

Systems, Office and Resources Administration

- Office management and administration: maintaining office systems and supplies
- Database management and maintenance
- Front of house: processing email and telephone enquiries and opening/distributing incoming post
- Health & Safety policy implementation
- Supervision of PhotoVoice IT and photographic equipment including the co-ordination of the Cameras for Charity scheme
- Co-ordination of the Photovoice internship scheme and overseeing office-based volunteers
- Processing print sales and publication orders

Financial administration

- Monthly financial tasks including inputting financial data into Sage, preparing payments, processing income, processing and chasing invoices
- Responding to invoice and payment inquiries
- Responsible to Managing Director to ensure the smooth running of financial systems

Communications Administration

- Website maintenance – news and content updates
- Monitoring and managing PV social networking presence
- Compilation and distribution of quarterly e-newsletters

Fundraising Support

- Event and exhibition support: liaising with venues, processing ticket sales, distributing press releases/invites and fielding enquiries
- Administration of the PhotoVoice Friends scheme
- Additional administrative support on specific events as required

Any other reasonable duty as may be assigned that is consistent with the nature of the job and its level of responsibility.

Line Management: This position will be supervised by the Managing Director.



Person Specification

Candidates must be enthusiastic, energetic and flexible, with strong interpersonal skills and a meticulous attention to detail. The successful candidate will thrive in a pressured but friendly environment, taking pride in working efficiently to a high standard and able to prioritise varied tasks in order to balance short-term reactive demands with longer-term organisational needs.

Qualifications and Skills

- Good general education to degree level
- Excellent written and verbal communication skills
- Computer literacy, particularly Microsoft Word, Excel and preferably PhotoShop
- Experience of working with database systems, preferably Advantage Fundraiser
- Proven administrative and numerical skills
- Good organisational and time-management skills.
- Excellent attention to detail
- Ability to work to deadlines
- Ability to work as part of team and on own initiative

Experience

- Experience of administrative support within the non-profit sector an advantage
- Experience of team-work under pressure essential
- Experience of financial systems and book-keeping an advantage
- Experience of working with relational database, preferably Advantage fundraiser, an advantage
- Experience of admin support in an office environment an advantage
- Experience of International Development or Participatory/Community Arts an advantage

Values and Interests

- Commitment to PhotoVoice's values and mission essential
- Interest and knowledge of photography and visual arts an advantage