

## Administrator (Part Time) - Job Specification

1	Title	Administrator (Part Time)
2	Employer	The Cotswold Canals Trust ("CCT", also referred to as "the Trust")
3	Reporting to	Trust Administrator (who reports to the CCT Treasurer)
4	Role	To assist the Trust Administrator in providing wide-ranging administrative support to the Cotswold Canals Trust (which is a charity) and its Trading Company.
5	Responsible for	<p><i>(Also see "Notes" below)</i></p> <ul style="list-style-type: none"> <li>a) Providing day-to-day administrative support to the Trading Co &amp; Trust, including support for the Directors of both companies;</li> <li>b) Bookkeeping (including posting transactions onto Sage, Excel etc) – and assisting the Treasurer in producing management and annual accounts;</li> <li>c) Cash handling, banking, reconciliation, supplier accounts, expense claims and other financial transactions;</li> <li>d) Point of contact for enquiries and requests for information about the Cotswold Canals and the work of the Trust – by telephone, email and callers to the Visitor Centre;</li> <li>e) Minute taking for Trading Co Board Meetings (and occasionally for Trust Council meetings);</li> <li>f) Administrative support for other bodies and committees – where the Trading Co or Trust is responsible for such a role;</li> <li>g) Assisting with processing of Membership applications &amp; renewals etc – and maintaining the membership database;</li> <li>h) Assisting in fund-raising initiatives &amp; making Gift Aid returns to HMRC</li> <li>i) Payroll processing (in absence of the Trust Administrator);</li> <li>j) Stock purchasing – for the Trading Co;</li> <li>k) Taking bookings for Boat Charters – for the Trading Co;</li> <li>l) Identifying &amp; implementing cost savings &amp; more efficient ways of working – with the Trust Administrator – wherever possible.</li> </ul> <p>NOTES:</p> <ul style="list-style-type: none"> <li>1) The Part-Time Administrator will give priority to Trading Co administration, but also assist the Trust Administrator, and deputise for them as required.</li> <li>2) The above is not a complete list, and the Part Time Administrator would be expected to be flexible in their contribution to the efficient running of the Trust</li> </ul>
6	Interfacing with	<ul style="list-style-type: none"> <li>• Trust Administrator</li> <li>• Treasurer</li> <li>• Chairman and Trustees/Directors of CCT &amp; Trading Co</li> <li>• Trust Members &amp; supporters</li> <li>• Trust Volunteers</li> <li>• Visitors to the Visitor Centres</li> <li>• General public</li> </ul>
7	Location	The position is based in the Trust's Office which is currently located at Bell House, Wallbridge Lock, Stroud, GL5 3JS
8	Hours of work	<p>The Office Hours are Monday to Friday, 9.00 am to 5 pm (with ½ hour for lunch).</p> <p>The Part Time Administrator would normally be expected to work 3 x 5 hour days within these hours – details to be agreed, and could change from time to time.</p>