



Headway East Kent

Brain Injury Support

ADMINISTRATOR

Duties

- To deal with all correspondence i.e. telephone, post, emails appropriately.
- To arrange meeting quarterly i.e. Officers Meeting & Management Meetings.
- To set Agenda (in conjunction with CEO), take and distribute Minutes for Meetings.
- To obtain and complete our quarterly Comparison Chart in time for Management Meetings
- Review policies and procedures regularly.
- To write and issue new policies and procedures to ensure the smooth running of the organisation.
- To complete KCC returns twice yearly.
- To complete Charity Commissioners/Company House/ICO returns annually.
- Liaise with Trustees/Senior Management as required.
- To carry out internet banking as required.
- Supervise office volunteer if required.
- Keep records up to date.
- Work closely with CEO.
- Issue staff contracts and job descriptions.