



Job Description

Post:	Administration and Facilities Officer
Responsible To:	Chief Officer
Hours of work :	between 28 and 35 hours per week TBA
Contract length:	2 years following a 3 month probationary period, with the Possibility of extension
Pay Scale :	£19,000 pro rata
Base:	Hirst Park Growing Zone, Ashington, Northumberland NE63

Job Purpose

To provide facilities, administration and IT support to the Full Circle Food Organisation, the Chief Officer and the Project Officers.

Main Duties

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive & other duties of a similar type and level may be required as instructed by the Chief Officer. To:

- raise awareness of the organisation through social media, website and paper systems.
- keep accurate records of session attendance and feedback
- co-ordinate volunteers and volunteering help
- support an increase in community involvement of the organisation's services
- maintain project records
- provide a reception service
- keep records of room bookings and prepare rooms as required
- support the organisation in delivery of events
- provide general admin duties – filing, printing, copying, laminating etc
- provide a first point of contact for building issues, and co-ordinate progress
- keep IT systems updated
- liaise with partner organisations
- follow FCF's Policies and Procedures
- play a part in maintaining Health & Safety and Safeguarding of staff, volunteers and beneficiaries at all times.
- To participate in learning & development activities as appropriate.



Full Circle Food is committed to Equality and Diversity and takes Safeguarding of children and adults very seriously.

Appointment will subject to a satisfactory Enhanced DBS Check, plus completion of a 3 month probationary period.