

Job Title:	Administrative Coordinator	Sector	Charity
Location:	Great Dunmow	Travel Required:	No
Level/Salary Range:	TBC	Position Type:	Part-time Flexible (7.5 hours per week),
Closing date	TBC	Interview date	
Applications Accepted By:			
E-mail: Kate@fragilex.org.uk		Mail: Fragile X Society, Rood End House 6 Stortford Road Great Dunmow, Essex CM6 1DA	
Job Description			
Role and Responsibilities <p>Working for a small, national charity providing administrative support to the team, including:</p> <ul style="list-style-type: none"> • Formatting, adding and scanning front and back covers to all publication papers. Ensure all papers available as both a Word document, and PDF ready to email to enquirers. Update both Word document and its accompanying PDF as and when required. • Key service provider list: make enquiries to each service provider to update our list with appropriate contact details. • Archiving and shredding: going through materials and archiving or shredding as appropriate (in next door room, Pete's office filing cabinets, cupboard in admin office, shelves in FAPA office) • Finance/bookkeeping: logging receipt of all cheques and cash received at Rood End House, on Excel spreadsheet and eTapestry. • Complete paying in slips, scan to the Treasurer, take to the Bank. • Invoices: scan all invoices received to Treasurer • Assist the Treasurer with annual Gift Aid claim. • Run financial reports from eTapestry as and when required. • Write thank you letters/emails for all small donations received via cheques, cash or online donations (eTapestry via info@). For donations in memory, write to Funeral Directors and family, where appropriate. For donations above £200 pass the message on to the MD to write an individual letter. • 100+ Club: maintain the list of participants, write to members annually requesting payment for their participation for forthcoming year (cheques, standing orders only), log receipt of all payments in discussion with Treasurer, carry out monthly draw, contact winners and make arrangements for payment of winnings. 			

- **Merchandise and publications:** send out any requests for publication papers from the FAPAs, orders for our merchandise received via info@ (t shirts, Christmas cards etc) ensuring appropriate postage is added.
- Ordering food for office and team events
- Supporting the setting up and running of Fragile X Society events and conferences

Skills Required

Essential: **Enthusiasm**, Strong organizational skills, IT skills and clear communication.

Desirable: experience with working with customer management databases.