

Department Co-ordinator

Operations > Supported and Temporary Housing

What's it all about

You will manage an efficient, supportive and proactive coordination service and provide secretarial and administrative support to the Director and their management team (DMT).

How you'll make a difference

You will provide administrative support to the to ensure the smooth running of the leadership team's work.

How you'll do it

- Prepare presentations, briefings, reports, research papers, and undertake correspondence as requested.
- Responsible for diary management, travel arrangements and meetings.
- Responsible for arranging meetings, including booking, preparing and resetting meeting rooms, and arranging refreshments.
- Oversee the ordering and maintenance of the stationery supplies in accordance with budget.
- Oversee the prompt delivery and dispatch of mail, meeting specified deadlines.
- Monitor aspects of budgets on behalf of DMT as requested e.g. relevant contract invoicing.
- Monitor and review spend on credit cards, transport, phonelines etc; ensuring expenditure remains within approved budget.
- Co-ordinate projects, including internal and external events, for the DMT being accountable for progress and completion.
- Oversee the preparation of purchase orders, coding of invoices for payment and maintenance of associated records.
- Maintain the directorate website and intranet pages, as well as email distribution lists, structure charts and contacts list.

- Carry out general co-ordination and administration for the wider directorate.
- Ensure that you follow and keep up to date with all relevant Notting Hill Genesis and statutory policies and related procedures including health and safety and financial regulations.

All about you

Behaviours for success

Our values set out what we stand for. You'll need to show us how you match them and how you'll behave to ensure those are visible when carrying out your work.

- Compassionate
- Progressive
- Dependable
- Inclusive
- Empowered

For each value, we've created example behaviours to help you understand our expectations in more detail. Please [refer to the framework](#). This role is at **staff** level.

Essential knowledge, experience and skills including qualifications and professional membership

- Extensive experience of developing and running administrative systems and procedures.
- Highly organised and experience of managing conflicting priorities in a busy office environment
- Excellent attention to detail with ability to examine and check data and costs against agreed schedules.
- Excellent minute taking skills
- Effective IT skills including intermediate MS Office Skills