

Job Description

Job Title	Contracts / Office Administrator
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Starting Salary	£26,000 - £30,000 (FTE) Full time ASONE HUB
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Location	Hybrid - Remote (Home) & ASONE Hub Redruth TR15 1SS
Contractual Status of Role	Permanent
Reporting to	ASONE has a decentralised system of working and colleagues report to and with each other and are expected to contribute towards continuous improvement. For HR purposes: Programme Director
Direct Reports	To company Directors within decentralised meeting schedule and provide a quarterly written monitoring and evaluation reports to Programme Director.

Job Purpose	To prepare ASONE Hub contracts and tenders as required. This will include managing third party contracts related to statutory delivery (including subsidies), utilities, accommodations, services & consultancy. Seeking efficiencies and high-quality solutions which are fit for purpose. To respond manage and facilitate resource requests within budgetary constraints. To contribute to data capture for statutory reporting.
Main Responsibilities	<p>To implement and manage effective operational systems, processes and policies to work across the organisation.</p> <p>To prepare and provide information to the ASONE Management Accountant & Bookkeeper including recording, monitoring and reporting, procurement, payments (including subsidise) and invoicing. Working with appropriate systems and platform in the preparation of payments and payroll.</p> <p>To ensure that value for money is achieved across all operations.</p> <p>To assist in the preparation of financial operation and evaluation reports by providing data and information as needed for the team, Directors and stakeholders including Arts Council England (ACE) and SAG board.</p> <p>To receive HR documentation and collate reporting and working from home schedules; receive and archive HR records, receive expense claims and the broker complaints.</p> <p>Create and maintain a positive, safe, productive, collaborative and inclusive working environment.</p>

	<p>Contribute data for report writing and grant, bid & funding applications as required.</p> <p>Provide the highest level of service to both internal and external agencies, and to actively promote equality and inclusivity.</p> <p>Administer and maintain relationships with sector organisations locally and nationally.</p> <p>To provide the knowledge and expertise to the consortium in the in the creation and negotiation of contracts.</p> <p>To attend ASONE Hub events when appropriate to the role.</p> <p>To positively contribute to the decentralised system of team working; be collegiate, respectful, and kind.</p>
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Person Specification	<p>Demonstratable experience of contract management and procurement.</p> <p>Demonstrable experience of team working.</p> <p>Excellent time and workload management skills.</p> <p>Excellent written and oral communications skills.</p> <p>Desirable: to be trained in Child protection. If this is not in place the postholder will receive such training.</p> <p>Satisfactory DBS check.</p> <p>Excellent IT skills good comprehension and confidence in Microsoft applications and using online digital platforms.</p>
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Additional Circumstances	The role may involve occasional travel, including overnight stays.
Notes	<p>Area and Project leads are responsible for directly purchasing resources as required, supported by annual allocated budgets prepared by the Contracts/Office Administrator.</p> <p>The role description is not intended to be an exhaustive list in every respect, but rather to clearly define the fundamental purpose, responsibilities, and dimensions for the role. Therefore, this role description does not describe any individual role holder.</p> <p>In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.</p>