



Job Title: Premises Administrator

Reporting to: Premises Coordinator

Location: Great Dunmow

Hours: 4 per week

Pay: £ 9.42 per hour

The organisation:

Mind in West Essex is a local, independent mental health charity. We affiliate to Mind (the National Association for Mental Health) a charity with which we share common values and principles.

Our vision is for West Essex to be a place where people talk openly and positively about mental health, and where everyone gets the support and respect needed to live well.

Mind in West Essex welcomes applications from people with their own personal experience of mental ill health.

Purpose of the Job:

The post holder will be responsible for the administration of the work that relates to premises that are solely used by Mind in West Essex. The post holder will work closely with the Premises Coordinator to ensure that issues raised in relation to the buildings are appropriately dealt with and will also take a proactive approach to ensuring that our venues are safe and effectively developed and maintained.

Key Task Areas and Responsibilities:

The post holder will undertake a range of administrative tasks that relate to premises related activities, including but not limited to:

- Contracts
- Compliance with legislation
- Obtaining quotes
- Liaising with contractors
- Licence agreements
- Reporting systems for damage and defects
- Testing of equipment and the keeping of relevant records
- Promoting rental opportunities within the buildings
- Maintaining a log of key holders for our premises
- Undertaking any other tasks, duties or projects which may arise from time to time and as directed by your line manager.

Person Specification

Essential

- Excellent IT experience and ability, including use of excel and word
- Experience of working in an administrative role
- Excellent organisation skills
- Self motivated, whilst also willing to be part of the team
- Ability to prioritise workload
- Excellent Interpersonal skills
- Flexible availability

Desirable:

- The potential to work some additional hours on an occasional basis if needed

- Previous experience of working with premises management / building maintenance
- Willingness to lone work
- Alignment with the vision and values of Mind in West Essex

This Job Description will be subject to review in light of changing circumstances and is not intended to be rigid or exhaustive but should be regarded as providing guidelines within which an individual operates.