



## Job Profile

<b>Post:</b>	Operations Administrator
<b>Team:</b>	Operations
<b>Responsible for:</b>	Facilities and building maintenance, general administrative tasks, and operational support
<b>Contracted Hours:</b>	15 hours per week (0.4 FTE)
<b>Salary:</b>	£25,000 (£10,000 actual)
<b>Working Days:</b>	15 hours per week (0.4 FTE) 7.5 hours split any days Monday – Thursday. Fridays are mandatory. (or full-time hours for the HR and Operations Officer role combined)
<b>Location:</b>	Bristol (onsite)
<b>Contract:</b>	Permanent
<b>Closing date:</b>	The closing date for CV submissions is Monday 2 <sup>nd</sup> December, 11:59pm
<b>Interview date:</b>	Interviews are expected to be held on week commencing 9 <sup>th</sup> December

### Purpose of the job

We are looking for an Operations Administrator to join the team supporting facilities and building maintenance and offering general admin and operational support.

This role could also be full-time incorporating the HR support function, which at the moment is a separate standalone part-time role.

### The role

The Operations Administrator will be responsible for the facilities, asset, and building maintenance of an owned therapy building. The Operations Administrator will understand that due to the building being used for therapeutic purposes, there will need to be clear communication between staff and suppliers on 'quiet times' and optimal visiting times.

### Main areas of responsibility include

- Stock control
- Maintaining relationships and organisational contracts with suppliers e.g.



- phone company or IT support
- Ensure office workplace health and safety standards are upheld
- Assist with operational aspects of staff away days and events e.g. venue booking and staff lunch
- Support with the set up and management of the outreach centres
- Supporting staff with internal operational enquiries
- Working closely with the Finance Manager to ensure operational expense is accurately reported
- Tracking and management of petty cash
- Finance admin support

We are advertising this as a part-time permanent role but would welcome applications for this post and the HR post as a full-time position, HR and Operations Officer, £29,000 annual salary 1.0 FTE.

Due to the nature of the role (facilities & building maintenance), remote working is not an option. Please only apply if you are able to commute to the therapy building in St Paul's, Bristol.

## About you

You will have experience in facilities/building management, administration and/or office operation OR equivalent experience, with a strong focus on overseeing administrative systems

You will be asked to submit a CV and then those selected to move to the next stage will be asked to submit a supporting document alongside their application.

[Please click here to be redirected to the portal in which to submit your CV.](#)

We appreciate that some candidates may find other means of communicating their skills and experience more suitable to them, so accept the following supporting document formats:

- 2-page cover letter
- No more than a 5-minute long video (either sent as an mp4 attachment or a link to an unlisted YouTube video)
- A poem no longer than 2 pages



## About The Green House

At the Green House we believe in creative evidence-based support services led by the voices of young people and their families. Our specialist services are designed to grow connection and community with families who have experienced sexual abuse. Our services have a creative arts focus because we believe in the transformative power of creativity in helping families to rebuild their lives after abuse experiences. Research guides everything we do, it helps us to understand our service, develop best practice nationally in the sector and is a platform for amplifying survivors voices.

## Benefits include

- 25 days holiday plus bank holidays. We currently award the Christmas – New Year period off to staff (not deducted from allowance)
- Generous leave allowances (sickness, maternity, etc.)
- Flexible employer
- Whole-organisation Professional Development Fund and Policy to help your CPD
- Access to Employee Assistance Programme
- Fantastic, kind, and hardworking team

## Equality, equity, diversity, and inclusion (EEDI)

The organisation is committed to providing equal opportunities for all, irrespective of age, disability, race, sex, religion/belief, sexuality, gender identity, marital/civil partnership, pregnancy/maternity and working patterns. Therefore, are particularly keen to hear from candidates living with a disability, and those from the global majority.

