



## Job Description

<b>Job Title:</b>	Team Administrator & Events Coordinator
<b>Responsible To:</b>	Operations Manager
<b>Place of work/Location:</b>	Kentish Town, NW5
<b>Job Summary:</b>	To provide administrative support to a broad spectrum of PAC-UK's services, particularly assisting the Operations Manager and Heads of Service in PAC-UK's London office

### CORE TASKS & RESPONSIBILITIES

1. Assist Heads of Service as required to run a smooth client service in coordination with counsellors, psychotherapists and psychologists
2. Support the Operations Manager in the management of PAC-UK's website and social media streams, developing strategies and adding content when required
3. Act as 'first-in-line' to provide a sensitive reception service, both to clients and visitors and on the telephone
4. Correspond with counsellors, clients and local authorities as required
5. Database client forms, ensuring accurate and current data entry on database
6. Monitor and update templates, including staff whereabouts and case record material
7. Take minutes at meetings as required
8. Open mail, frank and despatch mail
9. Type, photocopy and collate information packs as required
10. Administer enquiries for PAC-UK publications
11. Assisting, coordinating and supporting fundraising and other organisation events
12. Carry out any other duties that may be reasonably requested by the Operations Manager and Heads of Service
13. Participate in PAC-UK's internal staff meetings/training and other PAC-UK activities and assist in the administration of such activities, as required
14. Carry out or participate in all such other tasks and activities compatible with the nature of the post as shall further the work of PAC-UK
15. Ensure that PAC-UK's Equal Opportunities Policy and Procedure is adhered to and reflected in service provision