

JOB DESCRIPTION: Administration Officer

BRADFORD CO-OPERATIVE ASSOCIATION

The Bradford Co-operative Association is a cooperative group of social enterprises that brings together people, resources, and opportunities in Bradford. Currently made up of Bread + Roses; a cafe, coworking and events space on North Parade, and Chapel Street Studio; a creative agency of freelancers and small businesses.

A cooperative (coop) is a different kind of business. Our coop is owned by individual members who get a chance to have a say in how we are run, and as a business, we are driven by values (not just profit) and we work together to support each other and our local community. All profits made go back into the cooperative to fund business growth and build an inclusive cooperative platform for the benefit of our members and the people of Bradford.

To find our more, visit: www.thebreadandroses.coop and www.chapelstreetstudio.coop

JOB TITLE	Administration Officer
LOCATION	Bradford Co-operative Association, 14 North Parade, Bradford, BD1 3HT
HOURS OF WORK	16 hours per week, Monday to Friday (flexible working)
SALARY	£10 - £12 per hour (depending on experience)
CONTRACT TYPE	Permanent
RESPONSIBLE TO	Central Circle
RESPONSIBLE FOR	Finance Working Group

ROLE PURPOSE

The Administration Officer works closely with our staff, volunteers, working groups, and accountant. The role is responsible for bookkeeping and day-to-day admin including Personnel/HR; working with other officers to administrate issues, contributing to recruiting and contracting staff, as well as supporting induction, training, and probation processes. The role is supported by the Finance and Personnel Working Groups.

KEY DUTIES & RESPONSIBILITIES

Office Management and Administration

- Work closely with other Officers to keep up to date with their area of the business and advise as necessary
- Ensure proper recording and storage of all key administrative documentation
- Manage building maintenance contracts
- Working with the B+R Manager to ensure we are Health & Safety compliant and offer a safe and healthy working environment
- Support the Board of Directors by collating reports and papers for meetings and attend meetings to report back on business activities
- Ensure mail and correspondence is either handled direction or passed on to the relevant person or persons (as appropriate)
- Be responsible for ordering and management of any stationary and supplies required (within budgeted allocations)
- Maintaining staff notice boards

Financial Management

- Manage all financial payments including monthly pay, expenses invoices, and bills.
- Raise and process invoices and payments, manage credit control, and produce reports using our online accounting software (XERO) and reconcile all transactions to ensure accurate and up to date accounts (training and support provided).
- Work with our Accountant, other Officers, and Board of Directors to develop robust procedures around financial management and reporting
- Assist in the development of targets for service areas and measure
- Assume responsibility for ensuring all financial records are filed and maintained
- Coordinate Finance Working Group

Personnel / Human Resources

- Working with other officers to administrate HR issues
- Manage staff contracts and volunteer agreements, onboarding and keep accurate records
- Collate staff timesheets records and prepare for monthly payroll
- Contribute to the development and review of policies, procedures and processes
- Contribute to the development and review of Job Descriptions and Person Specifications for all roles
- Assist with job adverts and recruitment
- Support probation reviews for staff and volunteers (carried out by direct line managers and Board members)
- Foster a supportive and collaborative culture
- Provide and receive mentoring and coaching alongside other officers as required and help identify training needs

General

- Implement policy in close collaboration with our Working Groups
- Work cooperatively with other staff members and volunteers
- Uphold the values of the Co-operative and actively promote the space
- Attend meetings as required

In addition, work within all Bread + Roses policies including Health and Safety and General Data Protection Regulation.

PERSON SPECIFICATION

- Training, experience, or interest in bookkeeping
- Training, experience (preferred), or interest in Personnel/HR
- Training, experience (preferred), or interest in general business administration
- Good organisational and prioritising skills
- Openness to direction, working collaboratively and commitment to get the job done
- Desire to get involved and become part of our dynamic community

BENEFITS

- Play a key role in development of Bread + Roses, opportunity to join as a member and share ownership of our co-operative
- Access to building facilities
- Professional development and training
- Mentoring and peer support

Updated: 29th March 2021