

IMWS

JOB DESCRIPTION

Post Title: **Business Support Officer**

20 Hours: **Part Time**

Purpose of the Post:

- To be responsible for the provision of full administrative, including centre management support to the IMWS

Key Areas:

1. Administrative duties
2. Liaison
3. Miscellaneous

Duties and Responsibilities:

1. Administrative Duties

- 1.1 To deal with all enquiries relating to the hiring and leasing of the Centre and general enquiries from the public and other organisations. Undertake appropriate action where necessary.
- 1.2 To undertake marketing and promotion work to encourage the take-up of services developed at the Centre.
- 1.3 To undertake typing, word-processing or shorthand for the team (covering letters, memoranda, Committee reports etc.) ensuring confidentiality where necessary.
- 1.4 To provide full administrative support to the Centre Manager.
- 1.5 To establish and maintain an efficient record keeping, filing, information retrieval system.
- 1.6 To work in a team and monitor office systems and procedures, review and update those where necessary.
- 1.7 In the absence of the Centre Manager, to take responsibility for responding appropriately with Public and Professional enquiries and for ensuring the effective operation of the Centre as outlined by the Line of Management.
- 1.8 Maintain an inventory of all existing equipment purchased / held by IMWS.

2. Liaison

- 2.1 Liaise with the Centre Manager on administrative and centre management matters, ensuring consistency of approach.
- 2.2 Disseminate and co-ordinate information within the IMWS Management Structure, Tenants, Users, the local community and also to external agencies in the voluntary, private and statutory sectors.

3. Miscellaneous

- 3.1 To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the post-holder's supervisor from time to time, in consultation with the post-holder.
- 3.2 The post-holder's duties must at all times be carried out within the post-holder's area of responsibility i.e. delegated responsibility in relation to the nature of the post-holder's duties and personal responsibilities as per section 7 & 8 of the Health and Safety at Work Act and Equal Opportunities Policy.
- 3.3 This job description will be reviewed and amended where necessary in agreement with the post-holder after two months in the post.