**Richard Newton Consulting**

**Administrator Job Description**

**Hours** – 30 per week – full time equivalent 38 hours per week

**Location** – Richard Newton Consulting Offices, Pontcanna, Cardiff

**Salary** – £19,760 pro rata £15,600 per annum

**Holiday** – Full time equivalent 25 days per annum pro rata i.e 240 hours pa

**Pension** – in line with statutory regulation

**Responsible to** – Office Manager, Richard Newton Consulting

**Key Roles are**

* To be a first point of enquiry to clients for the business and act as an ambassador for all services provided by the consultancy
* To support the Director / Associate Consultants on a range of large funding applications and tenders – including proof reading applications, compiling supporting and qualifying information and obtaining sign off with clients
* To assist the Director with business development submissions
* To support the Director with email and diary management
* To co-ordinate Company administration
* To support the Director with tasks as required
* To co-ordinate marketing activities

**Key Skills, Experience and Competencies required**

* Strong communication skills
* Research skills
* Previous experience in a similar role
* Strong administrative skills
* The ability to manage multiple projects at one time
* Effective time management
* Attention to detail
* Good IT skills including use of full Microsoft Office suite
* Excellent record keeping
* A knowledge of Wales – in particular its political and economic environments
* Experience of working with, or for, the not-for-profit sector
* An appreciation of the arts
* A team player but prepared to take on individual responsibilities
* A commercial focus
* Prepared to work at times outside of regular office hours or at locations away from the office.