



**commonweal
housing**

Housing Solutions to Social Injustice

Administration Officer

March 2022



Commonweal Housing
Unit 306, The Blackfriars Foundry
156 Blackfriars Road
London, SE1 8EN

JOB DESCRIPTION

JOB TITLE: ADMINISTRATION OFFICER

REPORTS TO: Deputy CEO

Version Dated: August 2021

About us

Commonweal Housing is a registered charity which creates housing projects that incorporate bespoke services for occupiers enduring social injustice to demonstrate how these social injustices can be compassionately resolved. We provide the housing for such projects, usually from existing housing stock. Since 2007 we have allocated around £7million for such projects.

We work with specialist partners to define, provide and evaluate the bespoke services. When the methodologies have been proven, we encourage others to replicate the projects throughout the UK as well as lobbying to change public policy to eradicate injustices.

JOB CONTEXT:

This post provides essential support and administration for the Charity and team members including trustees when required.

In addition, on behalf of the Chief Executive (CE) this post will be responsible for the overall efficient administration of the office in terms of stationary and filing and administration of meetings of the Board of the charity including ensuring room bookings and taking of minutes. Currently located in serviced office accommodation, a key part of your office administration role will be regular and positive liaison with the building management and other users of the building.

This post shall also provide administrative support as required to the retained property consultant ensuring necessary hard copy files are maintained in the office as required.

Main Duties and Responsibilities

- Attend meetings as directed by the DCEO and / or CEO, prepare agendas and take minutes.
- Arrange, service and attend the quarterly Board meetings and annual Board away day (currently London based) This includes taking and producing minutes, preparing agendas, collating papers and assisting the CEO with sending out the board papers using the Board Packs system.



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- Maintain an effective working relationship with the Board of Trustees, colleagues in Grove End Housing Limited (GEHL) and project partners (including staff working on specific housing projects).
- Ensuring that the office runs smoothly by: keeping the office well maintained, clean (we have cleaners) and safe, especially in terms of Health & Safety etc.
- Create and maintain effective and secure filing systems.
- As directed by the Finance Coordinator, liaise with external organisations including Councils and utility companies and other such support
- Deal with incoming emails and letters, and screening telephone calls.
- Deal with correspondence and writing letters, particularly about the charity's housing projects, composing and sending emails etc.
- Maintain up to date and accurate property files (electronic and where appropriate hard copy)
- Liaise with Project Partners regarding the provision of gas safety certificates and EICR (Electrical Installation Condition Reports) within relevant timescales, updating records held by CWH
- Liaison with CWH solicitors regarding documentation required in respect of the sale or purchase of properties, updating CWH records.
- Preparation and circulation of property leases within appropriate timescales to all relevant parties, retaining and circulation of documentation as necessary
- Ordering and maintaining the office stationary
- Prepare documents for archiving and transport to storage our unit– ensuring appropriate records are maintained and that old documents stored in the unit are destroyed at the appropriate time.
- Liaising with our outsourced IT company to ensure IT issues are resolved in a timely manner
- Promote Equal Opportunities, particularly about service delivery, decision making processes and working practices.
- Carry out any other appropriate duties as directed by the DCEO.

Hours

This will be a part time position, of 17.5 hours per week (0.5 FTE)

Hours are flexible but to be agreed prior to taking up the post. The post holder will be expected to be available to take minutes for the quarterly Board meetings which fall on a Monday. There may also be some extended hours as requested by the CE or DCEO with advance notice.

Salary

The full-time equivalent permanent salary level for this post will be £25,000 – £27,000 depending on skills and experience, per annum, subject to annual review. The position will be based initially in Waterloo, London SE1 with flexibility of home working to be agreed separately

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No job description can cover every issue which may arise within the post at various times and the post-holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.