

**Job Title: Administration Officer**

Base: Gosport or Portsmouth (with regular travel to the other site)

Hours: Full-time

Line Manager: To Be Confirmed

Salary: £25,584 (depending on experience)

Purpose of the Role

To provide high-quality administrative support across Oarsome Chance's sites, ensuring smooth day-to-day operations. This role also supports key organisational functions including marketing, exams administration, and internal communications. The postholder will be based either at the Boathouse in Gosport or Fort Widley in Portsmouth, with regular travel between sites as needed.

Please note, some responsibilities outlined in this job description will be performed as maternity cover and will revert to the original post holder upon their return. This is a full-time, permanent position, and the core duties of the role will remain ongoing beyond the maternity cover period.

Key Responsibilities**General Administration**

- Provide administrative support in line with Oarsome Chance policies and procedures
- Manage petty cash processes and daily credit card use; maintain accurate records and weekly summaries
- Handle incoming phone calls and email traffic, directing queries appropriately
- Maintain and update student files and records (both hard copy and digital)
- Support the referral process for new students and update the student referral tracker

- Assist with scheduling, document preparation (e.g., letters, termly reviews, meeting minutes), and general clerical duties (copying, filing, faxing)
- Maintain first aid provisions and order supplies as required
- Ensure staff access to current policies and procedures
- Record safeguarding concerns in line with procedures and liaise with the Designated Safeguarding Lead (DSL)
- Support with post handling, office consumables, cleaning supplies, MOT bookings, and on-site signage
- Prepopulate internal documents and off-site forms
- Assist with internal staff induction and training administration
- Participate in team schedules, meetings, and administrative development
- Contribute to the continuous improvement of office processes, including digitalisation where possible

Marketing & Communications Support

- Work closely with the Fundraising Manager on marketing tasks and campaigns
- Manage and update social media channels with engaging and timely content
- Assist in the development and distribution of newsletters and website content
- Help coordinate fundraising events and maintain supporter databases

Exams Officer Responsibilities

- Administer external examinations (primarily NCFE), ensuring full compliance with JCQ and awarding body requirements
- Liaise with internal and external stakeholders (e.g., project managers, schools, exam boards)
- Ensure secure storage and handling of exam materials and proper conduct of all assessments
- Meet all deadlines and quality assurance requirements related to exams and assessments

Person Specification

Essential:

- Proven experience in an administrative role
- Proficient in Microsoft Office, especially Word and Excel
- Strong organisational and communication skills
- Ability to manage multiple priorities with accuracy and efficiency
- Comfortable working independently and collaboratively across teams
- Strong attention to detail and ability to maintain confidentiality

Desirable:

- Experience supporting marketing or exams processes
- Familiarity with safeguarding, data protection, and GDPR practices
- Knowledge of education or charitable sector settings

General

- Uphold and comply with all Oarsome Chance policies and procedures
- Act in accordance with the organisation's values and Code of Conduct
- Promote inclusion, diversity, and safeguarding in all aspects of the role
- Attend training, team meetings, and performance development activities
- Travel between Gosport and Portsmouth sites as needed