

## JOB DESCRIPTION

<b>Job title:</b>	<b>Head Administrative Officer</b>
<b>Reports to:</b>	<b>Chief Executive Officer</b>
<b>Main job function:</b>	<b>Responsible for the organising and administration of Barnabas Fund's academic department</b>
<b>Location:</b>	<b>Pewsey, UK</b>

### Principal responsibilities:

- Helping the office staff keep clean and well organized uniform files and databases.
- Preparing correspondence, presentations, reports, proposals, and memorandums.
- Monitor the operations of the department.
- Schedule meetings and appointments.
- Serving as the liaison and go-to person for any office inquiries.
- Maintaining central record of staff schedules.
- Making and approving all supply orders.
- Maintaining and saving lists of contacts.
- Developing and maintaining student and academic filing systems.
- Offering students an amount of general support.
- Recruitment of students for each study programme.
- Advertise post-graduate study programmes, both online and other alternative methods.
- First point of contact for all students seeking to study with Barnabas Fund.
- Full knowledge of course content and able to answer any queries or questions from both potential students and academic governing bodies.
- Oversee the processing of all student applications, arranging interviews, enrolling new students.
- Assess scholarship applications and advise student funding sources; coordinating meetings on scholarships on a regular basis.
- Relate directly with external bodies which have on ongoing relationship with the department.

- Be the main contact for the finance department.
- Manage all student support during studies.
- Monitor student funding and continually explore funding options.
- Develop student learning support for all courses provided.
- Develop further student support including mentoring and pastoral care if necessary.
- Maintain clear channels of communication with senior Barnabas Fund staff.
- Be responsible for all student hospitality during study, arranging and advising for travel (as necessary) and accommodation, including general housekeeping, catering etc.
- Organize committee meetings to discuss periodically admissions, scholarships and academic content/qualifications, take minutes and implement any decisions.
- Oversee the publication of articles in journal and other sources.
- Actively develop academic programs and procedures, through training and attending relevant academic conferences etc.
- Provide students an excellent learning experience.
- Fully conversant with all areas and activities of the department.

#### Head Administrative Officer Requirements:

- Past proven work as office administrative or assistant.
- Knowledge of various office management procedures and systems.
- Exquisite time management skills.
- Great multi-tasking skills.
- The ability to prioritize work.
- Great attention to details.
- Advanced problem solving skills.
- Written and verbal communication skills.
- Very strong planning skills.
- Great organisational skills.
- Great proficiency in Microsoft Office and other around-the-office software.
- General HR experience an added benefit.