

LIVERPOOL MUSIM SOCIETY

OFFICE ADMINISTRATOR

QUALIFICATIONS & JOB DESCRIPTION

Required Qualifications in brief [Please see full person specification below]

- A diploma or degree in Office Administration or related field from an accredited educational institution.
- Willingness to acquire new and relevant skills in discharging his or her duties.
- Fluency in written and spoken English. Spoken and written Arabic an advantage.
- Experience as an Office Administrator.
- Ability to interact with and relate to all age groups especially, the youth.
- Ability to work with people of different cultures and backgrounds.
- Willingness to follow office routines.
- Willingness to follow instructions.
- Must be courteous and patient.
- Experience in speaking with Non-Muslims about Islam.
- Trustworthy with ability to maintain confidentiality at all times.

Essential Responsibilities: The Office Administrator is expected to:

- Opens, date stamps, sorts, and distributes mails (electronic or otherwise).
- To undertake photocopying and faxing duties.
- To maintain filing systems – personnel and payroll records.
- To gather statistical data for completion of surveys, production of reports, monitoring purposes.
- Answers telephone and provide information/assistance or refer the matter to an appropriate person(s).
- Answers telephone and makes arrangement for those people or organisations that want to visit the Mosque.
- Takes phone or visitor messages and delivers to appropriate individual(s).
- Greets visitors to the office and directs them to appropriate individual(s).
- To prepare induction packs as directed by HR chairperson, greet new employees and ensure new employees are invited to the induction day.
- To assist the General Secretary in typing and distributing minutes, agenda and other relevant documentation to the board of trustees.
- Assists General Secretary with monitoring and replenishing office supplies.
- Undertakes other general office and administrative duties not mentioned here and related duties as and when required.

General Responsibilities:

- Immediately available to work part or full-time from October 2018
- Available to work between 25 and 35 hours per week.

- Maintain adequate records of activities undertaken in a log register on a daily basis for reviews as and when required by the board of trustees via the President and/or DLMT.
- Interact with all persons and organizations, Muslim and Non-Muslim, in a manner that reflects positively on Liverpool Muslim Society and Islam.
- Continually strive and conduct oneself in ways that foster unity and a sense of inclusion among all community members, and support the administration in promoting broad participation in Islamic and community activities.
- Conduct oneself in a manner that is respectful of the history and diversity of the Muslim community in Liverpool.
- Builds and maintains a register of Muslim Organisations in Liverpool and nation-wide.
- The job description is subject to annual review and alterations may be negotiated to reflect the changing need of LMS.

PERSON SPECIFICATION

Candidates should provide evidence for all the essential criteria required at application

NOS	CRITERIA	APP	INT
1	Skills & Experience		
1.1	Proven experience as an office administrator , office assistant or relevant role.	E	E
1.2	Experience of working with a diverse community base.	E	E
1.3	Experience of supporting employer in delivering programmes that encourage community participation.	E	E
1.4	Experience of providing office, administrative and logistic support in the delivery of big events.	E	E
1.5	Experience of working with young people.	D	D
1.6	Experience of working with non-Muslims.	D	D
1.7	Experience of working with UK crime prevention and law enforcement agents.	D	D
1.8	Good communication & interpersonal skills.	E	E
1.9	Good command of spoken & written English.	E	E
1.10	Good command of spoken and written Arabic.	D	D
1.11	Additional community language(s).	D	D
1.12	Proficient in use of computers for word processing, database, spreadsheet, e-mail, internet and multimedia in general.	E	E
1.13	Experience of engaging with the news media.	D	D
2	Personal Qualities		
2.1	Ability to prioritise tasks and meet deadlines. (Provide specific examples).	E	E
2.2	Trustworthy and ability to maintain confidentiality.	E	E
2.3	Punctuality.	E	E
2.4	A good team player who can also work on his or her own under minimum supervision.	E	E
2.5	Understanding of cultural diversity of the Muslim community in Liverpool.	E	E

NOS	CRITERIA	APP	INT
3	Equality & Diversity		
3.1	Working knowledge and understanding of equality and diversity laws in the UK.	D	D
4	Education & Training		
4.1	Qualified to diploma or degree level in Office/Business Administration and/or related subject(s).	E	E
4.2	Evidence of interest in ongoing personal development & training.	E	E
4.3	Familiarity with office management procedures and basic accounting principles.	E	E
4.4	Qualifications in secretarial studies will be an advantage.	D	D
5	Others		
5.1	Able to work flexibly, including evenings, weekends, and public holidays.	D	D
5.2	Permanent residency in the UK without restriction on employment.	E	E
5.3	Brought up in the UK or in the West.	D	D
5.4	Willingness to learn and teach others too.	E	E
	<u>KEY</u>		
APP	Assessment via Application form.		
INT	Assessment at Interview, especially if not fully addressed or addressed at all on application form.		