

Job Title:	Operations Administrator
Reports to:	Operations and Estates Manager
Location:	Shaw House, Oxford
Hours:	35 Hours

RABI – The Royal Agricultural Benevolent Institution – is farming’s oldest and largest charity. We’ve been serving the farming community since 1860. We offer financial support, practical care, and guidance to farming people of all ages, including farmers, farmworkers, and dependants, working with compassion and discretion. It’s our vision that no member of the farming community should ever have to face adversity alone.

We are currently seeking an Operations Administrator to join our Operations team and support with the day to day running of our Head Office at Shaw House, Botley, Oxford.

Team Working

- Work closely with all teams across RABI to meet their administrative needs.
- Contributes to cross functional project working as necessary.

Administration:

- Reception duties, ensuring all visitors sign in.
- Act as the main switchboard operator for the Oxford office general enquiry line providing callers with a courteous first impression and directing calls or taking concise messages as necessary.
- Manage conference room bookings to ensure there are no conflicts and the room is maintained clean and stocked appropriately.
- Logistics booking for events and management including travel, hotels and meeting rooms.
- Post duties including the distribution of post, maintenance of the franking machine and providing support to teams as required to support large mailings.
- Support the data protection officer on tasks where necessary.
- Support with any administration tasks to help with the day to day management of the RABI estates.
- Work flexibly and as part of the RABI team to develop and deliver the charity’s objectives.

Health and Safety

- Oversee office maintenance including repairs, redecorations, PAT testing and dealing with routine and reactive repairs efficiently.
- Maintain a database of operations and facilities contracts and suppliers, including reviewing suppliers and terms to ensure services are obtained in an efficient, compliant, and cost-effective manner.
- Complete weekly and monthly checks to ensure H&S requirements are met.

Person specification:

Essential:

- Equivalent relevant experience within a fast-paced office environment
- High level of IT literacy and skills with basic trouble shooting knowledge
- Pragmatic approach to solve problems that arise unexpectedly

- Ability to work independently with a thorough and methodical approach to your work
- Self-motivated and able to prioritise workload against deadlines and agreed timetables
- Responsibility for preparation or use of personal data and other confidential information including responsibility for its retention and safe custody
- Liaising with all levels within the organisation; collaborative working across a range of departments
- Enthusiasm and a positive attitude to colleagues and visitors
- Affinity with the goals and objectives of RABI
- A full UK driving licence – there may be some travel involved as we have remote staff who may need things collected very occasionally
- An understanding of GDPR

Desirable:

- Experience of working in the not-for-profit sector
- Experience within a national organisation
- Basic understanding of contracts

This role profile is not exhaustive and is subject to review in conjunction with the post holder according to future developments at RABI.