

1. Job Title: Board Administrator
2. This posts reports to the National Service Board of OAGB.
3. Aim: To support the OAGB Board to carry out the administrative tasks needed to ensure the efficient and effective functioning of OAGB as a registered charity and limited company.
4. Duties may include but are not limited to:
  - Act as a point of reference for all volunteers who support OAGB. (Email responders, Communication volunteers. Literature volunteers).
  - Administration including record keeping of the of board meetings, national assembly, volunteer meetings as and when required.
  - Ensuring that the records of OAGB are accurate and appropriately filed in drop box.
  - Covering for the literature admin worker during periods of leave.
  - Ensure the OAGB website is up to date
  - Use a variety of software programmes to achieve the above including but not exclusively, Word, Excel, PowerPoint, Email, Internet, Dropbox, QuickBooks Online, PayPal and Website software.
  - Attend meetings as requested by the National Service Board of OAGB (NSB).
  - Produce quarterly reports of your work for presentation at NSB meetings.
  - Undertake any appropriate training as required to fulfil the role.
  - Comply with OAGB policies and procedures.

You are also required when requested, to undertake any other duties appropriate to the grade and nature of your job. During your employment you will:

- Obey all lawful and reasonable directions or instructions from time to time given by your manager or any other authorised person.
  - Comply with our rules, regulations and policies from time to time in force.
5. Salary £4,354.73 per annum, payable by monthly instalments of £362.89 per month in arrears on the last working day of each calendar month. (£10.44 per hour x 8 hours a week x 52.14 weeks).
  6. Because of the traditions and concepts of OA appointment to this post is incompatible with service at Intergruop, national regional or WSO

31st March 2022