



## **Business Administrator**

### **About Flo's**

Flo's – The Place in the Park is a new community enterprise hub in Florence Park, East Oxford, which has been open since September 2018. See [www.flosoxford.org.uk](http://www.flosoxford.org.uk). We are developing a community owned and managed hub where families and people of all generations can meet, eat, work, play and learn. This is a place where people can come to relax and enjoy the beautiful natural surroundings of the park in a welcoming and inclusive environment. We are developing creative social enterprises, offering opportunities for networking, room hire, ideas-exchange and learning. We connect children and adults of all ages with each other, and with nature, through healthy food, and outdoor play and learning. It is a place where we look after our environment as well as each other. We now need a permanent administrator to join the team - could it be you? We hope you will join us in this creative and celebratory new venture.

### **This is where you come in**

Flo's is run by and for the community; it is a vibrant place with lots going on. We need someone who thrives in busy environments and will help us to create a truly welcoming hub. You should be highly organised, efficient and have a high level of attention to detail- as well as a love for community work. We are looking for an energetic person to join our lively community, but also someone who is happy to undertake some routine tasks.

### **Why work with Flo's?**

- Be part of the vibrant community who use and work at Flo's - including start up social enterprises, community groups, families, young professionals and more
- Opportunity to develop existing skills and gain experience in the not for profit sector
- Be part of an exciting organisation and supportive team
- Opportunity to expand and develop the role according to your interests and skills
- Opportunity to think creatively, piloting your own systems and streamlining solutions
- 10% discount at cafe
- Training and development opportunities

### **We encourage anyone interested in this opportunity to apply or get in touch to find out more.**

If you are interested in finding out more, even if you are unsure you are the right candidate, we would love to hear from you to discuss it. Please email [hello@flosoxford.org.uk](mailto:hello@flosoxford.org.uk). We are especially keen to hear from you if you are part of the global majority, including anyone with an identity that is racialised as a minority in the UK. This includes those who identify as Black, Asian, or a Person of Colour. If there is any way we could make this application or opportunity more accessible for you, please tell us.

<b>Job Title:</b>	<b>Business Administrator</b>
<b>Place of Work:</b>	Flo's- The Place in the Park, Rymers Lane, OX4 3JZ
<b>Salary:</b>	£19,760 - £20,748 pro-rata
<b>Hours:</b>	20 hours per week (0.53 FTE), over 4-5 days <i>we are also advertising for a Nursery Administrator; these jobs could be combined to make a 33 hour job (0.87 FTE)</i>
<b>No of weeks per Year:</b>	Year round
<b>Job Type:</b>	Permanent
<b>Responsible to:</b>	Operations Lead
<b>Leave:</b>	28 days leave inc. bank holidays; pro-rata according to days worked

**Job Purpose:** The Business Administrator is at the heart of Flos, coordinating with all teams and ensuring systems work effectively. It is a crucial job collaborating with all parts of the organisation and making things work.

**How to apply:** To apply, please send your CV and a cover letter to Lucy Hetherington at [hello@flosoxford.org.uk](mailto:hello@flosoxford.org.uk) by close of play on 17 July 2022.

If you would like to apply for both this **and** the Nursery Administrator job please specify in your application (in this instance only one application would be required).

We expect interviews to happen at Flo's w/c 25 July 2022; although have some flexibility given summer holiday plans.

## KEY TASKS

### General Administration (20 hours per week)

- Manage the room booking system for those hiring the rooms, liaise with caretakers and cafe staff regarding out of hours bookings
- Manage maintenance work, organise quotes and hire maintenance professionals
- Oversee caretaking and cleaning at Flo's, take the lead in coordinating with caretakers and our cleaning company
- Support the Operations Lead in maintaining records for health and safety procedures, and ensure routine checks are completed (fire, first aid)
- With the Operations Lead, develop and maintain procedures for the smooth running of Flo's
- Problem solve daily IT difficulties
- General organisation and troubleshooting requests from colleagues and visitors

People, Place and Participation Ltd. Community Benefit Society Number: 7713  
 Twitter: [@flosoxford](https://twitter.com/flosoxford) Email: [hello@flosoxford.org.uk](mailto:hello@flosoxford.org.uk) Facebook: [facebook.com/flosoxford](https://facebook.com/flosoxford)  
 Registered address: [Rymers Lane, OX4 3JZ](https://www.flosoxford.org.uk) Website: [www.flosoxford.org.uk](https://www.flosoxford.org.uk)

- Coordinate with Operations Lead to ensure cover at Flos
- Be available to work briefly on occasional weekends and evenings, which can be claimed back as TOIL (time off in lieu)

## **PERSON SPECIFICATION**

### **Essential**

- Organised and able to work systematically
- Excellent communication skills, easy to work with, a problem solver
- Able to manage priorities and deadlines in a sometime fast paced environment
- Excellent written and spoken english
- Excellent IT skills - use of excel, word, g-drive
- Excellent attention to detail and ability to work to high levels of accuracy
- Happy to undertake some routine and repetitive tasks
- Sharing Flo's Values

### **Desirable**

- Confident in troubleshooting more complex IT problems
- Health and safety experience

There will be potential opportunities to develop this role further.