



Job Pack

Administrative and Events Assistant

Thank you for your enquiry regarding the above vacancy.

This Job Pack includes:

- Application form
- Job description / Person specification
- Equal opportunities monitoring form.

It is important that you read the requirements of the person specification and that the information you provide in your application describes how you meet those requirements – the shortlisting process will use the person specification criteria to determine who will be asked for interview.

Wherever possible use **examples** to evidence the experience and skills you have and make sure you tell us how your personal attributes will make you someone we'll want on our team.

Play Wales prides itself on its authentic tone of voice in written communication. We would like to hear yours. We would therefore ask that you refrain from using AI to complete your application.

The completed application form and equal opportunities form must be returned to:

jobs@play.wales

Closing date: 9 September 2024

Interviews will be held: 18 September 2024

Interviews will be held in person at Park House, Greyfriars Road, Cardiff CF10 3AF.

We look forward to receiving your completed application.

If you would like to have an informal chat about this job, please phone 02920 486050.

About Play Wales

Play Wales is the independent national charity for children's play in Wales.

We work to raise awareness of children and teenagers' need and right to play and to promote good practice at every level of decision making and in every place where children might play. We provide advice and guidance to support all those who have an interest in, or responsibility for providing for children's play so that one day Wales will be a place where we recognise and provide well for every child's play needs.

Play Wales' vision and mission

Vision: A future where play is valued in Wales for being crucial to a healthy and happy childhood. A country where children can freely explore, discover, develop and grow through play.

Mission: Campaign for a play-friendly Wales by leading with intention, collaborating with inclusivity, educating with enthusiasm, and supporting with sensitivity.

Aims

- **Policy:** to work with individuals, organisations and networks to inform the development of policy and matters related to children's play in Wales
- **Communication Service:** to promote the value of children's play in Wales through the provision of timely and current information to our stakeholders
- **Advice and support:** to provide specialist knowledge regarding all issues about and affecting children's play
- **Workforce development:** to contribute to the professional development of the play and playwork workforce in Wales.

For further information, please go to our websites:

www.play.wales | www.playfulchildhoods.wales

Our benefits

Annual leave

Play Wales offer a generous annual leave package of 29 days plus bank and public holidays (England and Wales) per year. Annual leave allowance also increases with years of service.

Salary

Play Wales offers competitive salaries with annual increases within your pay scale after one full year's service.

Pension

We offer the opportunity to join a Local Government Pension Scheme with generous employer contributions.

Agile working

This is an office based role. However, as an organisation, we understand that everyone needs a degree of flexibility. We operate a hybrid working environment for roles that are eligible and flexibility across the working week.

Health care

As an employee of Play Wales, you have access to HealthShield, a health care plan that offers a range of benefits, including access to healthcare professionals, a shopping discount scheme and reimbursement of optician and dental fees.

Job Description

Job Purpose

To provide quality administrative support, across Play Wales, through effective planning and organisation. The post holder will also support Play Wales in the planning and administration of training and events, to help support the organisational objectives and outcomes.

Duties

This post will focus on assisting staff in an administrative capacity, delivering general office support and completing a range of administrative tasks. The post will also support the administrative and technical aspects of our training programme, which will include online seminars, as well as occasional blended and in person events. For this aspect of the post, you will administer bookings, liaise with speakers and ensure the smooth running of events.

It is essential that you have excellent organisational and multi-tasking skills, in person and online customer service skills, plus demonstrable experience of working as an administrator. Your duties will be administrative.

Tasks

- Liaise with people (in person, via email and by telephone) and provide information and assistance
- Monitor several email inboxes and respond to written enquiries
- Assist with scheduled distribution of Play Wales magazine and other mail-outs
- Contribute to the maintenance of an effective and efficient computerised and manual filing system
- To take minutes at meetings
- Liaise with Play Wales colleagues to discuss our programme of events and agree objectives
- Liaise with identified speakers for our events (gather information and presentations)
- Oversee bookings for events, travel etc, and subsequent communications
- Set up online events/meetings and providing technical support on the day
- Identify and liaise with event companies, venues and managing refreshments within a given budget
- Manage the evaluation and post-event communications
- Undertake reasonable duties, at the direction of the Operations Manager.

Person Specification

- Good working knowledge of Office 365, preferably for Mac
- Demonstrable previous experience of working in an office environment
- The ability to plan and prioritise, working on your own initiative, and the ability to work under pressure
- The ability to communicate effectively and work within a small established team
- Experience of planning and carrying out work to meet deadlines
- Demonstrable understanding of event management procedures
- Experience of using online conferencing systems for business events, for example Zoom and Teams
- Excellent in person and online customer service skills – written and verbal
- Good understanding of GDPR
- Keen attention to detail
- Ability to research, gather and process information
- Willingness to travel across Wales to events when needed.

The following are desirable skills that would enhance an application.

- Fluency in written and verbal Welsh
- Experience of minute taking
- Current first aid qualification
- A degree or equivalent qualification in a relevant subject.

Terms and conditions

Location	Office based in central Cardiff
Salary	£24,702 per annum pro rata £18,693 actual salary (NJC scales 8 to 11).
Hours	28 hours per week over five days between the hours of 8:00am and 5:00pm (core working hours of 10:00am to 3:00pm are in place).
Contract	Part time permanent contract – six-month probationary period.
Office	Park House, Greyfriars Road, Cardiff CF10 3AF.