

HAIBB Job Description

Administrators

Role Purpose:

To be a part of the Administrative Team and to carry out tasks as allocated by the Secretary of HAIBB

Role Focus:

- To work, as part of the Administrative Team, to ensure the smooth and effective administration of HAIBB

Key Responsibilities:

- To attend Administrative Team meetings
- To support the Secretary in their area of responsibility
- To undertake general administrative tasks as required

Key Relationships:

- HAIBB Secretary
- Board Members

Line Manager: The HAIBB Secretary

Reporting to: The HAIBB secretary

Role Duration: Subject to Annual Review

Capability Profile

Skills	Essential	Desirable
Good Communication Skills, written and verbal	X	
Good self management and organisational skills	X	
Reliable and committed	X	
Be confident in the use of IT	X	