



ONE-TO-ONE ENFIELD

JOB TITLE:	Operations and Communication Administrator (Part-time)
RESPONSIBLE TO:	Director of Operations
RESPONSIBLE FOR:	Coordinating and supporting the charity's activities programme
BASE:	Enfield office based with some travel to local venues
SALARY:	£14 per hour
HOURS:	12hrs p/w over 3 or 4 days (flexible, to be agreed)

Summary

One to One Enfield has been established for 33 years to provide support, promote independence and improve health and well-being for autistic adults and adults with learning disabilities across Enfield. We have an enthusiastic group of members able to enjoy a range of activities with the aims of improving mental and physical health, improving social interaction, ensuring their safety, enabling awareness of broader support they can access across the benefits system and overall allowing them to get the very most out of life. The autistic and learning disability community can and do offer great value to the local economy and society. If we collectively support them to thrive, they will in turn support themselves.

On a part-time basis, the Operations and Communications Administrator will help manage and deliver the charity's programme of activities, ensuring smooth organisation and effective communication across all departments.

Role Requirements

This role focuses on:

- Developing and managing an activity calendar that meets contractual and funding requirements.
- Ensuring risk assessments are in place for all activities and venues.
- Providing administrative support to the Operations team, helping ensure events are safe, accessible and engaging.
- Maintaining good communication within the charity and externally ensuring that the One To One Enfield brand is always maintained
- Taking line management responsibility for junior staff

ACTIVITY CALENDAR PLANNING AND COORDINATION

- Develop, maintain and publish the monthly and annual activity calendar.
- Coordinate logistics, including venues, facilitators, accessibility needs and transport as required.
- Monitor member participation and adjust schedules to meet contractual targets.
- Communicate activity updates and changes to participants, carers, staff and volunteers.

ADMINISTRATIVE SUPPORT

- Maintain member database, bookings, attendance records and feedback.
- Support invoicing, payments, petty cash and budgets linked to activities.
- Prepare and distribute schedules, invitations and accessible communications.

RISK MANAGEMENT AND COMPLIANCE

- Ensure risk assessments are completed, reviewed and stored for all activities and venues.
- Support staff and facilitators in identifying potential risks and implementing control measures.
- Ensure compliance with safeguarding, health & safety and GDPR policies.

MONITORING, REPORTING AND QUALITY ASSURANCE

- Record member participation, outcomes and feedback to support reporting requirements.
- Assist in preparing monitoring or impact reports for funders and commissioners.
- Support continuous improvement of activities to meet contractual and organisational standards.

COMMUNICATION AND ENGAGEMENT

- Act as a point of contact for members, carers, volunteers and partners.
- Promote upcoming activities in accessible formats via print or digital media.
- Support volunteers and facilitators with information and resources.
- Support development of Newsletter
- Ensuring that social media platforms are updated on a weekly basis
- Support website development

MANAGEMENT OF JUNIOR STAFF

- Take responsibility for delegation of work and supervision of junior staff within the office team

General

The post holder is required to follow One-To-One policies and procedures.

Person specification

Essential:

- Administrative or coordination experience, ideally in event/activity or community work.
- Understanding of social media platforms and high levels of competence using them
- Strong planning and organisational skills with attention to detail.
- Understanding of, or willingness to learn about, autism and learning disabilities.
- Experience or awareness of risk assessments, health & safety and compliance procedures.
- Excellent communication and interpersonal skills.
- Competent with Microsoft Office and databases/spreadsheets.
- Ability to manage priorities and work independently.
- Commitment to equality, diversity and inclusion.

Desirable:

- Charity, health or social care sector experience.
- Experience in planning/coordinating funded or commissioned activities.
- Knowledge of safeguarding, GDPR and venue risk assessments.
- Driving licence and willingness to travel locally if needed.

Please send your covering letter and CV to admin@one-to-one-enfield.co.uk by **12pm** on **Monday 1st December 2025**.