



**The Road Safety Trust  
Administration and Information Officer  
Job Description**

JOB TITLE:	Administration & Information Officer
RESPONSIBLE TO:	Governance & Compliance Officer, The Road Safety Trust (RST)
LOCATION:	Remote based but with occasional travel required to the head office of our trading subsidiary company, UKROEd, in Manchester, and nationally throughout the UK and RST meetings in London.
HOURS	3 days per week

### **About The Road Safety Trust**

The Road Safety Trust (“RST”, “The Trust”) is a grant-giving charitable organisation working hard to reduce the numbers of people killed or injured on our roads. We do this by providing independent funding for vital research and practical interventions into new approaches to road safety.

The Road Safety Trust values and respects each individual employee, client and customer and is committed to promoting equal opportunities throughout its workforce. As such, all relevant applicants will receive consideration for employment without regard to age, race, sex, gender reassignment, marital status, disability, or pregnancy status.

### **Overview of the Role**

The purpose of the role is to support the smooth and efficient administrative functions of the charity.



Making Roads Safer

## MAIN RESPONSIBILITIES

1	To support the Governance & Compliance Officer in providing administrative support to the RST and UKROEd Boards and Committees including the smooth running of virtual and physical meetings, timely provision of information and papers. This may include preparing meeting packs, taking minutes, managing venue bookings and organisation of meetings etc.
2	To be responsible for administrative support and virtual office management for RST and executive support to the team as required e.g. managing calendars and meeting bookings.
3	To be responsible for creating and updating records and files ensuring accuracy and validity of information.
4	To assist the Grants Team in the smooth administration of the grants programme, supporting grant rounds and grant monitoring and reporting.
5	To support the management of the website, including accuracy of content and to support liaison with the website designer.
6	To support RST to respond to enquiries and to be the first point of contact for the organisation.
7	To support the Senior Leadership Team (SLT).
8	To support co-ordination, monitoring and reporting of health and safety matters to ensure the organisation fulfils its legal responsibilities.



Making Roads Safer

9	To manage external suppliers and liaise with key personnel in our trading subsidiary, UKROEd, as required.
10	To carry out any such other relevant duties as might be reasonably required.

**The Road Safety Trust  
PERSON SPECIFICATION**

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Strong administration skill developed from experience working within an administrative support role or similar.</li> <li>• Excellent IT skills, including experience of using IT systems for administration and full proficiency in Microsoft Office (incl Word, Excel, PowerPoint, Teams)</li> <li>• Strong communication skills, both verbal and written.</li> <li>• Excellent time management skills, ability to prioritise and to manage conflicting deadlines</li> <li>• Excellent and accurate writing and minute-taking skills.</li> <li>• Understanding of the need for strict confidentiality</li> <li>• Ability to work alone and in a small team</li> <li>• Ability to be proactive and exercise initiative</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Previous experience of supporting a virtual office</li> <li>• Experience of supporting Boards and/or Committees</li> <li>• Experience and/or knowledge of managing websites</li> </ul>