

Profile: Office Administrator & Vehicle Fleet Manager

(0.6 FTE – 3 days per week)

Role Purpose: As Office administrator & Vehicle Fleet Manager you would provide essential operational support to Adventure Plus (A+), ensuring office systems, facilities, and the organisation’s vehicle fleet are well managed, compliant, and fit for purpose. This role underpins the effective delivery of all A+ programmes by enabling staff and volunteers to work efficiently and safely.

Key Responsibilities

Office Administrator

- Maintain office facilities to a professional standard, including oversight of shared workspaces
- Encourage good working practices & housekeeping across the staff team.
- Manage stationery and office supplies, ensuring adequate stock levels and cost-effective purchasing.
- Provide general administrative support to the A+ team, including diary coordination, document management, and ad hoc administrative tasks.
- Coordinate internal rotas including Morning Thought rota, Holiday Calendar, Vehicle Sign Out.
- First point of contact for general office queries, redirecting appropriately.
- Support internal communication and smooth day-to-day office operations.

Vehicle Fleet Management

- Day to day management of A+ vehicles to ensure safety, compliance, and availability.
- Ensure all vehicles are serviced, MOT’d, insured, taxed in line with legal requirements.
- Maintain accurate vehicle records, including V5 documentation and DVSA compliance.
- Arrange repairs and servicing with approved local mechanics and support vehicle sale and purchase.
- Logistical support to staff while on the road, including supporting any breakdowns or accidents.
- Coordinate vehicle bookings and availability to support A+ programme, including to external ‘hires’.

Organisational Context

Total Adventure is one of four programme areas within Adventure Plus:

- Group Adventures
- Total Adventure Holidays
- GAP (Gap Training Year)
- Adventure Impact

Each area is led by a Section Leader. Section Leaders meet regularly throughout the year. The organisation is overseen by a Management Group and a Board of Directors.

Hours & Working Pattern: may vary as events come up. Working from Home may be agreed with your Line Manager, and it will be important to be in the office regularly as part of the A+ community.

- 0.4 FTE (3 days per week), with flexibility required around event delivery.
- The working day begins at 08:30 with a team meeting and Morning Thought.

Christian Ethos

You would contribute to Morning Thought and prayer on a shared rota, and support the A+ Mission to provide a credible Christian witness in all we do, through words and actions.

Qualifications & Experience

- Strong organisational and administrative skills.
- Experience of facilities, fleet, or operational coordination desirable.
- Full UK driving licence desirable.

Salary & Benefits

- Salary: Pro rata from £23,250 – £26,000 (fte), depending on experience & qualifications.
- Holiday entitlement: 22 days per full year worked, plus 1 day per completed 2 years pro rata.
- As a mission organisation, team members are encouraged to raise approx. 10% of their salary.
- **A+ Mission Statement** To provide:
 - *the best possible course, in line with each client’s needs and*

- a Credible Christian Witness in all we do.