

**Job Description – Be Well Administrator – Weight Management**

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| Responsible to | Be Well Senior Administrator |
| Hours per week | 35 |
| Annual Leave per annum | 25 days (rising to 30 days after 5 years) |
| Main base | Zion Community Resource Centre |
| Salary | £18933 NJC Point 4 |
| Contract | Permanent |
| DBS Level | Standard |

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| Main aims of the post |
| To support and organise the administrative functions of a new Weight Management pathway within Be Well, the social prescribing service for Central and South Manchester.  To facilitate the smooth running of the business and the retention of relevant data and information. |

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| Main duties of the post |
| 1. To be the first point of contact for enquiries or information |
| 1. To collate, analyse and disseminate data and information as required |
| 1. To ensure information and data is kept updated and stored securely in line with data protection and confidentiality procedures |
| 1. To direct communication as necessary, by phone, email, letter or face to face |
| 1. To produce information, reports or other literature as necessary |
| 1. To create effective systems for the collation and storage of data |
| 1. To continuously improve systems and processes to assist with increased efficiency, to save money and to ensure regular service improvements |
| 1. To book rooms for meetings or manage diaries including electronically |
| 1. Carry out monitoring processes as required, e.g., building repairs, stationery supplies |
| 1. To manage petty cash and petty cash systems |
| 1. To ensure information and data is kept updated and stored securely in line with data protection and confidentiality procedures |
| 1. Carry out any other reasonable administrative or reception duties as required |

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| General work related expectations |
| 1. To work within the Big Life group’s values ethos and vision |
| 1. To contribute to the development of the Big Life group |
| 1. To work in accordance with all policies and procedures of the Big Life group, particularly (but not exclusively) Health and Safety; Information Governance and Safeguarding |
| 1. To commit to own personal development and attend training or development activities as required |
| 1. To work in accordance with all relevant legislation |
| 1. To undergo regular supervision and at least an annual appraisal |
| 1. To undertake any other duties as required, and as appropriate to the post |

**Minimum Training required for this post**

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| Course title | Needed for this post | Frequency | Other notes |
| Group induction | ✓ | Once |  |
| Mission and Values | ✓ | Once |  |
| Safeguarding training Adults and Children | ✓ | Every 3 years |  |
| Health and Safety internal/briefing | ✓ | Annual |  |
| Information Governance | ✓ | Once | Annual refresh |
| Equality and Diversity | ✓ | Every 3 years | Updates as legislation changes |

Attendance at other training courses will need to be discussed with your line manager



**Person Specification - Administrator**

The successful candidate must be able to demonstrate that they meet all of the following points below.

Key – Method of Assessment; A = Application form; I = Interview; T= Test; P= Presentation

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| Area | Method of assessment |
| **1.Experience** |  |
| 1. Experience of working in a busy office environment | A/I |
| 1. Experience of effectively communicating with a range of people, from different sectors and communities | A/I |
| 1. Experience of producing information for use in reports | A/I |
| 1. Experience of forming effective relationships with customers, clients and external agencies | A/I |
| 1. Experience of setting up and improving systems for improving processes | A/I |
| **2. Skills** |  |
| 1. Ability to manage different work streams at once | A/I |
| 1. Ability to use a range of different processes and systems (electronic and paper) ensure the business area runs smoothly and effectively | A/I |
| 1. Ability to communicate effectively with a range of people and groups | A/I |
| 1. Ability to manage petty cash – and to set up appropriate systems | A/I |
| 1. Ability to effectively use IT including Word packages and databases | A/I/T |
| **3.Knowledge** |  |
| 1. Knowledge of the barriers that service users face when accessing mainstream services | A/I |
| **4. Personal** |  |
| 1. Positive and outlook and a ‘can do’ attitude | A/I |
| 1. Personal resilience and flexible attitude in the face of difficulties | A/I |
| 1. Commitment to working towards the Big Life group’s missions and values including having a non-judgemental approach | A/I |
| 1. Commitment to personal development and willingness to regularly update skills and experience | A/I |