

**Job Description – Administration Support Officer (Maternity Cover)**

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| Responsible to | Data and Admin Lead |
|  | £21,575 pro rata NJC 5 |
| Hours per week | 17.5 hours a week |
| Annual Leave per annum | 25 days (rising to 30 days after 5 years) pro rata |
| Main base | Lock 50 |
| Contract | Maternity Leave Cover until 31/05/2025 |
| Level of DBS check | Enhanced |

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| Main aims of the post |
| * To support and organise the administrative functions of a service or business. * To facilitate the smooth running of the business and the retention of relevant data and information. * To be the main point of contact for the service * To answer calls, process referrals and ensure all data recorded is accurate |
| 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, 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 |
| 1. Carry out monitoring processes as required, e.g., building repairs, stationery supplies |
| 1. To assist in managing petty cash and petty cash systems |
| 1. To collate, analyse and disseminate data and information as required |
| 1. To carry out audits on data and support with collating reports |
| 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 | ü | Once |  |
| Mission and Values | ü | Once |  |
| Safeguarding training Adults and Children | ü | Every 3 years |  |
| Health and Safety internal/briefing | ü | Annual |  |
| Information Governance | ü | Once | Annual refresh |
| Equality and Diversity | ü | 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/T |
| 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.Education – qualifications required for this post** |  |
| 1. IT qualification | D |
| 1. NVQ Level 3 in Business & Administration | D |
| **5. 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 |