

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

|  |  |
| --- | --- |
| 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 |

|  |
| --- |
| 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
 |

|  |
| --- |
| 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.**

|  |  |  |  |
| --- | --- | --- | --- |
| 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

|  |  |
| --- | --- |
| 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 |