



JOB DESCRIPTION

Post: Administrator

Responsible to: Service Manager

Division: Children and Family Services

Salary: £20,126 - £21,617 per annum* (pro rata for part-time staff)

* Subject to Pay and Reward review to be completed April 2024

Role Summary

To underpin the work of the team and local service by providing a broad range of administrative support functions, setting up and maintaining efficient administration and recording systems as required locally and within the wider organisation.

Corporate Responsibilities:

- Be committed and adhere to Children 1st vision, mission and values.
- Comply with Children 1st Safeguarding policies and procedures.
- Comply with Children 1st Code of Conduct and any relevant professional standards relating to the role.
- Actively consider the involvement of children, young people and families with whom we work, in all areas of practice and to implement the Children 1st Participation Standards.
- Actively consider the involvement of volunteers in all areas of our work and to implement the Children 1st Volunteer Development Policy.
- Observe all health and safety requirements.
- Work within and promote policies in relation to Equity, Diversity and Inclusion and anti-discriminatory practices.
- Undertake any other reasonably required duties as instructed by line manager or someone acting on their behalf, in addition to the role specific responsibilities detailed below.

Equity, Diversity and Inclusion

At Children 1st, we are committed to building a representative, inclusive and authentic workplace open to applications from all sections of society. We believe in the potential of everyone regardless of; sex, race, religion or belief, ethnic origin, ability, family structure, socio-economic background, age, nationality, marital status or civil partnership, sexual orientation, gender identity, or any other aspect that makes you who you are.

We envision a diverse and inclusive Children 1st where we cultivate a true sense of belonging and connection for and between our teams, children, young people, families, and communities we work with.

Further to that, as part of our vision to be an Anti-Racist organisation, we are committed to conscious inclusion to build increasingly diverse teams and emotionally safe work environments.



Key Results Areas

- To record confidential data and maintain statistical information concerning the work of Children 1st using Microsoft Office applications (Word; Excel) and specific Children 1st systems (Dynamics).
- To undertake standard office administration duties including reception, filing, recording the minutes of meetings, processing incoming and outgoing mail.
- To log incoming calls and pass on messages appropriately.
- To maintain the office diary and organise appointments and meetings.
- The communication of a range of information to appropriate recipients.
- Improving and maintaining office systems.
- To provide administrative support to Service Manager, Team Leader, local staff and volunteers as required.
- Organising travel and accommodation bookings for local staff and volunteers.
- To undertake office financial administration in accordance with Children 1st Finance systems: i.e. maintaining petty cash and local bank account; ordering office supplies and processing supplier payments; correct coding of expenditure.
- To support the Service Manager to ensure expenditure is in line with approved budgets and assist with the preparation of monthly variance reports.
- To support the correct use of Children 1st branding on all internal and external publications.
- To undertake Children 1st mandatory training and any other training required to perform the role.
- To support the Service Manager in the writing of funding reports and applications, both internal validation reports and those interim and year end reports required to meet our obligations to funding partners.

Person Specification

Need to Have	Need to Show	Need to Know	Need to Be	Core Values
<ul style="list-style-type: none"> • Good standard of education. • Previous experience in an administrative role. • Experience of Word processing documents, reports, and letters. • Experience of making links between pieces of work and requests. • Experience of creating and maintaining complex file systems. • Experience of using an office telephone system/ taking messages/ forwarding calls • Experience using/ maintaining a petty cash system. <p>Desirable</p> <ul style="list-style-type: none"> • Voluntary sector work or volunteer experience. • Previous experience working within a given budget and coding invoices. • Experience of working with confidential work. • Minute-taking experience. • Experience of writing administrative procedures. 	<ul style="list-style-type: none"> • Competency in the use of Microsoft Word, Excel and Outlook. • Organisational skills. • Ability to prioritise tasks and work to tight deadlines. • Ability to keep calm under pressure. • Good communication skills. • Ability to maintain complex filing systems. • Ability to use own initiative and work with minimum supervision. • Flexible approach to new tasks and challenges. • Competency in the use of Microsoft Power Point and Access. 	<ul style="list-style-type: none"> • General office systems. • Understanding of working with volunteers. • Role and ethos of statutory and voluntary sectors. 	<ul style="list-style-type: none"> • Flexible in approach to work • Committed to and understand the principles of working with volunteers. • Able and willing to travel as required to services and offices across the region. • Committed to Children 1st approach and the relational nature of our work. • Confident and able to form effective and credible relationships with all levels of staff • Aware of personal responsibility in relation to health and safety. 	<p>Our core values guide how each one of us works in our individual day to day job:</p> <p>Respect Treating everyone with respect and fairness</p> <p>Integrity Being responsible and accountable</p> <p>Participation Involving others in our work</p> <p>Excellence Striving for the highest possible standards</p>