

BARTON HILL SETTLEMENT

Job Title:

West of England Works Administration Support Worker

This post will be funded by ESF and Big Lottery fund

Job Description

To undertake the various administration tasks, to a high standard, required for the West of England of Works project.

Job Purpose

To help facilitate the smooth running of the administration of the West of England Works project.

MAIN DUTIES AND RESPONSIBILITIES

1. Reviewing and auditing participant paperwork to ensure it is completed correctly, making corrections where appropriate
2. Scanning all paperwork and saving the documents in a defined order, using correct titles for the documents
3. Processing and adding new participant referrals to the referral spreadsheet and referral folder (where applicable)
4. Contacting new participants and booking eligibility appointments for them with the Project Coordinator or Project Caseworkers. Tracking and monitoring the referrals where contact has not yet been made
5. Contacting the referring organisation to keep them up to date on the progress made with the referred participant
6. Other administrative duties as required

GENERAL

1. To communicate with staff, volunteers, service users and all visitors in a positive and effective manner.
2. To attend and actively participate in monthly supervision sessions with the Project Coordinator.

3. To work within all Settlement policies and written procedures.
4. To attend and actively participate in appropriate team meetings, training events and staff development days
5. To carry out other such duties, as agreed with your line manager, that is commensurate with the post.

PERSON SPECIFICATION

Your application must show, in detail, how you meet the following essential criteria. It would also be useful to add details of how you meet any of the listed desirable criteria.

Essential Criteria	<ul style="list-style-type: none"> • GCSE or equivalent in English • Experience in administration • Experience of checking documents in detail and making corrections where appropriate • Confident using computers, email and Microsoft Office including Word and Excel. • Confident using IT hardware including printers and scanners
Desirable Criteria	<ul style="list-style-type: none"> • Qualification in administration – e.g. NVQ 2 • Qualification in IT

Terms and conditions of employment:

Responsible to: Project Coordinator

Hours: 7 hours per week – set hours of work negotiable
(regarding days/times)

Holiday: 5 weeks per annum (pro rata for part time workers)

Salary: (living wage) currently £7.85 per hour

Probationary Period: 6 months

Pension: All employees will be enrolled into a workplace pension scheme if they are not already in one and;

- Earn over £10000 per annum
- Are aged 22 or over; and
- Are under state pension age.

Please speak to HR Officer for further details.

Full terms and conditions of employment are included in the employee handbook.

Review of this job description took place on 13th December 2017.
(Date of job review meeting)