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| **JOB DESCRIPTION**  **Changes Administrator** |
| Post Title: Changes Administrator  Responsible to: Changes Senior Caseworker  Responsible for: Volunteers  Location: Nottingham Women’s Centre  30 Chaucer Street, Nottingham, NG1 5LP  Hours: 7 hours per week  Salary: £17,587 pro rata  Contract: Permanent |
| **GENERAL DESCRIPTION**  The post holder will undertake a range of administrative duties in order to support the work of the Changes team. |
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| **KEY TASKS AND RESPONSIBILITIES**   * Provide administrative support for the team's activities * Ensure that project referral and monitoring data is completed in full in a timely and accurate manner * To undertake general office duties including photocopying, scanning, shredding, filing etc * Induct and supervise volunteers to support the team * Take responsibility for general housekeeping duties for the team such as ensuring group materials and resources are prepared, stationary is replenished and notice boards are updated. * Take responsibility for recording data and maintaining information and related filing systems, including time tabling group workshops * Provide reception cover from time to time as needed, for example to cover periods of leave or sickness * Assist in the organisation and coordination of key events (E.g. celebrations, International Women's Day, focus groups) * Ensure that all work is carried out in accordance with relevant legislation and Nottingham Women's Centre policies and procedures, including the Centre's equal opportunities policy and Health and Safety Policy. * Participate in training and development as required * Act as an effective team member and attend and contribute to staff meetings * Carry out other duties as directed by the Operations Manager |
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| **NOTES:**  This post will require an Enhanced DBS check. Having a criminal record will not necessarily disqualify you from acquiring the post.  Due to the nature and sensitivity of the projects client group, it is an occupational requirement under the Equality Act 2010, Part 1, Schedule 9 for the post holder to be female. |

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|  | **Essential** | **Desirable** |
| **Qualifications** | GCSE pass at A-C standard (or equivalent) in English or office based qualifications. | GCSE pass at A-C standard (or equivalent) in Maths |
| **Experience** | Working in an efficient administration/ office environment  Experience of dealing with people involved in sensitive and confidential situations. | Experience of supporting volunteers. |
| **Skills & Knowledge** | Proficient in MS Office applications in general – including Word, Excel and databases for record keeping.  Effective organisational skills with ability to prioritise own workload and meet deadlines.  Verbal and written communication skills  Ability to work both in a team and independently effectively.  Ability to work flexibly  Awareness of equality and diversity, particularly women’s issues and vulnerable adults |  |