



JOB ROLE PROFILE AND PERSON SPECIFICATION

Post Title: Administration Assistant (2 hours per week, term time only)

Salary: £7 per hour Section: Extended Services

Organisation: Social Partnership Investing in Community Empowerment

Reports to (title): Extended Services Manager

Purpose of the Role:

To provide administrative support to the Extended Services Manager and tutor in order to ensure successful recruitment of learners to the project and successful completion of the programme, leading to volunteer opportunities with SPICE.

Key Accountabilities:

Produce effective marketing materials to promote the New Horizons project – create leaflets to be distributed across the local area and post on the school website.

Maintain accurate records relating to learners progress and attendance – update the learner database regularly using manual/computerised administration systems and ensure tutors have shared access to updated information.

Assist in setting up volunteer work placements - liaise with other local service providers, school staff and campus staff to maintain a clear view of placement possibilities. Assist learners to approach placements by providing information packs and application support.

Maintain excellent communication - ensure all key information is communicated to all appropriate staff and underpinned with accompanying written notes.

Implementation of the equal opportunities policy - commit to achieving equality via the delivery of service offered to the community and comply with and promote SPICE's equal opportunities policy in all aspects of their work.

Inclusion of the health and safety policy - The post holder shall ensure that the duties of the post are undertaken with due regard to SPICE's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

Uphold the protection policy for children and vulnerable adults - when working with Children & Vulnerable Adults it is essential the post holder is aware of, and shares commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Undertake all appropriate training and attend meetings – actively partake in SPICE meetings, attend professional development sessions and safety training in order to maintain a high quality of service provision.

PERSON SPECIFICATION

Skills and Competencies

Essential:

1. Experience of working in a community setting
2. Ability to work to deadlines and targets
3. Ability to work as part of a quality team
4. Excellent time management skills
5. Excellent communication skills verbal and written.
6. Working knowledge of Word, PowerPoint and Publisher IT packages.

Desirable:

1. Experience of working with volunteers
2. Experience of working multicultural groups

Essential Qualification(s)

1. IT qualifications at level 3 or above