



Job Description: Personal Administration Support Officer

JOB TITLE: Personal Administration Support Officer

REPORTS TO: Core Services Team (Chief Executive Officer, HR Manager/Company Secretary and Finance Officer)

LOCATION: Based at Teilo's Community Cwtch.

SALARY: £18,127 per annum, pro rata

16 hours per week:

11 hours (Wednesdays and Thursdays - 9:30am – 3:00pm)

5 hours – can be worked via a flexible arrangement

1 year fixed term and subject to future funding

Job Purpose/Summary:

To provide administrative support to the CEO, HR Manager and Finance Officer on a day-to-day basis.

This is a wide ranging and stimulating post involving the post holder in various pieces of work across the charity.

Main tasks

Administration:

1. To undertake the drafting and production of letters, records, minutes and reports.
2. Dealing with telephone and email enquiries and referring them to the appropriate person. Liaising with professionals, parents and the general public.
3. To deal with post and emails as appropriate.
4. To order supplies of stationery/stamps, booking of training courses, events, purchase of equipment, and other needs for the Core Services Team as required.
5. To produce publicity/display materials as necessary.
6. To facilitate quarterly Board meetings and sub-committee meetings and administer Board business
7. To facilitate and minute Senior Management Team meetings.

8. To assist the CEO in maintaining grant application data and assisting with applications as is necessary.
9. To assist the HR Manager as note taker for any HR related matters.
10. To assist the HR Manager in collecting new starter data and ensuring that appropriate induction and checks are performed.
11. To accurately input data into database systems, produce statistical information for management purposes, the project teams and the Statutory Bodies and operate other manual recording systems as required.
12. To take the lead in administrating Collection Box and Christingle fundraising and monitoring of fundraising platforms.
13. To operate up to date physical and electronic filing systems.

Finance:

14. Assist the Finance Officer with data/invoice input into the Sage 50 system and generate reports as appropriate
15. Assist the Finance Officer with any administrative needs, as appropriate.

General:

16. To attend staff and management meetings as appropriate, and prepare and distribute minutes if required.
17. To ensure that data protection rules and confidentiality is maintained at all times, and that up to date data registers are held for all projects
18. To ensure that Fire Risk Assessments and Health and Safety information is held centrally for all projects and settings.
19. To attend and participate effectively in team meetings, supervision and appraisal
20. To be familiar with and comply with Faith in Families policy on Health, Safety and Welfare (as set out in the general memorandum Health and Safety at Work Act 1974). To bring to the attention of Senior staff any health and safety requirements which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk of physical danger to either children, parents, visitors or staff.

- This post is subject to an Enhanced criminal record disclosure check. This will be applied for through the relevant disclosure body.
- Achieve the highest standards of safeguarding, whether through direct care provision or support activities to the children and families who come into contact with our services, or by appropriately reporting concerns about any child or family.
- To promote equality, inclusion, respect, fairness and diversity in all areas of planning and service delivery.
- To commit to Faith in Families core aim of 'keeping the child at the centre', and to promote and incorporate Participation as appropriate to your role.
- Faith in Families operates within a constantly changing environment and as such work priorities and targets may change. Management reserves the right to make reasonable changes to the job purpose and accountabilities. It is essential therefore that it should be regarded with a degree of flexibility, so that changing needs can be met.
- Such other duties that occasionally arise, which fall within the purpose of the post
- To work cross functionally with other departments to ensure that Faith in Families Values and strategic objectives are achieved.

The post holder will be expected to continuously develop in their role. The job description is indicative of the current duties and responsibilities of the post holder, it is not comprehensive. It is inevitable that the duties will change to reflect organisational development.