

Job Description

Post title: A Better Start Data Administrator (ABSS-Parent Engagement Project)
Responsible to: Turning Tides Manager
Salary: NJC Point 16-19 currently £17,419 - £18,746 per annum (pro rata)
Hours: 18.5 hours per week (Monday, Wednesday & Thursday)
Location: SAVS Centre, 29-31 Alexandra St Southend-on-Sea

Temporary Term Contract until 30th September 2018

Purpose of Post:

To support the delivery of the A Better Start Southend Parent Engagement project involving all administration duties and day to day monitoring of project events and activities. To collect, collate and input data into relevant systems.

Principal Duties

- Ensure timely collection of project data and input onto relevant databases
- Distribute data to all relevant stakeholders whilst meeting appropriate timescales
- To carry out all administrative duties in relation to organising the Project Team and other meetings. This will include weekly meetings, sending out papers, producing minutes of meetings etc.
- Maintain strong effective communication and ensure relevant information is fed back through the project team
- To undertake specific activities relating to effective and efficient management of the office
- Process volunteer paperwork and maintain volunteer records
- To be responsible for ensuring that appropriate systems are in place and that all financial records for the project are kept up to date.
- Record Parent Champions activity involvement
- To work within the data protection guidelines

This post is subject to a basic DBS check

Person Specification

Post Title: ABSS Administrator (ABSS Parent Engagement Project) Skills, Knowledge, and Experience

The ideal candidate will have knowledge, experience, skills and a proven track record in the following key areas:

Attributes	Essential	Desirable
Relevant Experience	Experience of producing structured clear reports	Experience of working with volunteers and an understanding of their needs.
	At least 2 years experience of working in administration	Experience of working on community based initiatives
	Experience of monitoring and evaluating outcomes of projects	
	Experience of data input and office co-ordination	
Skills & Knowledge	Strong communication skills with excellent written and verbal skills - the ability to communicate well in person, on the telephone and in writing to a wide range of audiences	
	Ability to take minutes	
	Experience of using Microsoft Office suite	
	Effective organisational and time management skills	
	Ability to gather relevant data and input into database and maintain records	
Personal Attributes	Ability to work as part of a team	
	Proactive self motivated individual with a positive “can do” attitude	