



## **JOB DESCRIPTION**

**POST:** Administrator

**Division:** Children and Family Services

**RESPONSIBLE TO:** Service Manager

**SALARY:** £18,079 to £20,259 per annum (pro rata for part time staff),259

### **Children 1st, VISION and VALUES**

Our vision is that children in Scotland will be safer, will grow up in strong, resilient families and will have access to early help and support when they need it. They will have their rights protected in all areas of their lives. Prevention of harm to children, stronger, more resilient families and communities, greater respect for children's rights and strong partnerships and community engagement will be our measure of success.

Our core values guide how each one of us works in our individual day to day job:

- Respect - Treating everyone with respect and fairness
- Integrity - Being responsible and accountable
- Participation - Involving others in our work
- Excellence – Striving for the highest possible standards

### **GENERAL ROLE**

To underpin the work of the team and local service by providing a broad range of administrative support functions, setting up and maintaining efficient administration and recording systems as required locally and within the wider organisation.

### **KEY RESULT AREAS**

- To record confidential data and maintain statistical information concerning the work of Children 1st using Microsoft Office applications (Word; Excel) and specific Children 1st systems (IIMS).
- To undertake standard office administration duties including reception, filing, recording the minutes of meetings, processing incoming and outgoing mail.
- To log incoming calls and pass on messages appropriately.
- To maintain the office diary and organise appointments and meetings.

- The communication of a range of information to appropriate recipients.
- Improving and maintaining office systems.
- To provide administrative support to Service Manager, Team Leader, local staff and volunteers as required.
- Organising travel and accommodation bookings for local staff and volunteers.
- To undertake office financial administration in accordance with Children 1st Finance systems: i.e. maintaining petty cash and local bank account; ordering office supplies and processing supplier payments; correct coding of expenditure.
- To support the Service Manager to ensure expenditure is in line with approved budgets and assist with the preparation of monthly variance reports. To run reports and access financial data using Children 1st EBIS system as required.
- To support the correct use of Children 1st branding on all internal and external publications
- To undertake Children 1st mandatory training and any other training required to perform the role
- To support the Service Manager in the writing of funding reports and applications, both internal validation reports and those interim and year end reports required to meet our obligations to funding partners.

## **ADDITIONAL RESPONSIBILITIES**

- To be committed and adhere to Children 1st, vision and values
- To comply with Children 1st Child Protection and Adult Protection policies and procedures with National Guidance
- To comply with Children 1st code of conduct (All Children 1st staff) and Codes of Practice for Social Service Workers and Employers (specific to Children and Family Services Divisional staff)
- To actively consider the involvement of children, young people and families with whom we work, in all areas of practice and to implement the Children 1st Participation Standards
- To actively consider the involvement of volunteers in all areas of our work and to implement the Children 1st Volunteer Development Standards and Policy.
- To observe all health and safety requirements
- To work within and promote policies in relation to Equal Opportunities and anti-discriminatory practices
- To undertake any additional and appropriate functions as required

Any additional duties will normally be to cover unforeseen circumstances or changes

in work, and will usually be compatible with the regular type of work. If an additional task or responsibility becomes a regular or frequent part of the job, it will be included in the job description in consultation with the post holder.



## PERSON SPECIFICATION

### POST: ADMINISTRATOR

AREA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of education</li> </ul>	<ul style="list-style-type: none"> <li>• Administration qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience in an administrative role</li> <li>• Word processing documents, reports, letters</li> <li>• Experience of making links between pieces of work and requests</li> <li>• Creating and maintaining complex file systems</li> <li>• Using an office telephone system/ taking messages/ forwarding calls</li> <li>• Using/ maintaining a petty cash system</li> </ul>	<ul style="list-style-type: none"> <li>• Voluntary sector work or volunteer experience</li> <li>• Previous experience working within a given budget and coding invoices</li> <li>• Experience of working with confidential work</li> <li>• Minute-taking experience</li> <li>• Experience of writing administrative procedures</li> <li>• Designing a new office system</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• General office systems</li> <li>• Understanding of working with volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Role and ethos of statutory and voluntary sectors</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Competent in the use of Microsoft Word, Excel and Outlook</li> <li>• Organisational skills</li> <li>• Ability to prioritise tasks and work to tight deadlines</li> <li>• Ability to keep calm under pressure</li> <li>• Good communication skills</li> <li>• Ability to maintain complex filing systems</li> <li>• Ability to use own initiative and work with minimum supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Flexible approach to new tasks and challenges</li> <li>• Competent in the use of Microsoft Power Point and Access</li> </ul>

AREA	ESSENTIAL	DESIRABLE
Other	<ul style="list-style-type: none"> <li>• Ability to work flexible hours in line with service delivery requirements</li> <li>• Commitment to Children 1st, vision and values</li> <li>• Commitment to and understanding of the principles of participation</li> <li>• An understanding of and commitment to the principles of involving volunteers</li> <li>• Commitment and promotion of Equal Opportunities and anti-discriminatory practices at work.</li> <li>• An awareness of personal responsibility in relation to health and safety</li> <li>• Commitment to the principles of confidentiality in relation to children, young people and families</li> </ul>	