

Home-Start is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults



Job Description – Administrator

Job Title:	Home-Start West Dorset Administrator
Employer:	Home-Start West Dorset
Location:	Office based at Dorchester Youth and Community Centre, Kings Road, Dorchester, Dorset DT1 1NJ
Hours of work:	26 hours/week to be worked over 4 days
Salary:	£20,491 – pro rata £14,400
Responsible To:	Manager of Home-Start West Dorset

Purpose of the job

- To provide administrative support to the employees of the scheme, and Board of Trustees as appropriate and agreed.
- To ensure the efficient administration of the Home-Start office.

Main Responsibilities

- General office duties including word-processing, data entry, photocopying, creation and maintenance of files and filing systems and mailing.
- Providing administrative support to assist in the recruitment and support of volunteers.
- Communicating by telephone with a wide range of people, including volunteers, families and referrers.
- Taking messages on behalf of other staff, dealing with routine enquiries and giving appropriate responses, when required.
- Assisting the coordinators to maintain efficient, accurate and confidential records, including computerised statistics collection and collation. HSWD uses Charity Log.
- Keeping the office diary.
- Typing and circulating reports.
- Taking responsibility for petty cash and assisting with volunteer expense claims.
- Assisting with the maintenance of the HSWD website.
- Assisting with hospitality for visitors to the office.
- Assisting and supporting volunteers working in the office.
- Maintaining supplies of stationery and office sundries in line with the agreed budget.
- Assisting with public meetings as required.
- Maintaining an efficient and tidy office environment

The Home-Start Administrator is expected to work within the ethos of Home-Start and have high standards of practice. The need to respect confidentiality is paramount, as is a mature and flexible approach to the work.

The post holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the post as detailed above including occasionally working additional hours.

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Person Specification Home-Start West Dorset Administrator

This section sets out the essential and desirable skills, abilities, experience, knowledge and special requirements for the post. **Please remember to refer to the accompanying guidance included in your pack when completing your application.**

This form also indicates how the different requirements will be assessed during the selection process:

A = Application Form I = Interview E = Exercise

Person Specification – Administrator			
ESSENTIAL	Method of Assessment		
	A	I	E
Education and qualifications			
Good standard of education (GCSE, NVQ level 3 or equivalent)	✓	✓	
Relevant qualification or significant administrative experience	✓	✓	✓
Knowledge			
Good understanding of office practices	✓	✓	✓
Good understanding of IT and computerised systems, including working knowledge of Word, Excel, email and internet	✓	✓	✓
Experience			
Administrative experience, using computerised systems, including word processing and data entry	✓	✓	✓
Experience of working on own initiative in a team setting	✓	✓	✓
Experience of communicating with a wide range of people, in writing, in person and by telephone	✓	✓	✓
Experience of working to high standards of practice and presentation	✓	✓	✓
Skills and Attributes			
IT and keyboard skills	✓		✓
Good written and verbal communication skills	✓	✓	✓
Ability to work independently with minimum supervision in a team setting		✓	
Ability to manage conflicting priorities		✓	✓
Ability to establish and maintain effective relationships with a wide variety of people		✓	✓
Knowledge of and commitment to equal opportunities and anti-discriminatory practice	✓	✓	✓
Understanding of the need for professional confidentiality	✓	✓	✓

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	Method of Assessment		
	A	I	E
Special Requirements			
Eligible to work in the UK	✓		
Occasional evening or weekend work		✓	
Willing to access training		✓	
DESIRABLE			
Experience of working in a small team	✓	✓	
Training in equal opportunities	✓	✓	
An interest in the needs of children and families	✓	✓	
Experience of working within a voluntary organisation	✓	✓	
Knowledge of committee procedure	✓	✓	
Experience of working with volunteers	✓	✓	
Qualifications in office practice and/or ECDL	✓	✓	✓
Knowledge and experience of working to a budget	✓	✓	
Knowledge and experience of petty cash systems	✓	✓	
Knowledge and experience of typing reports and taking minutes	✓	✓	✓