



ADCT Role Definition – Central Services Administrator

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| Job Title: | Central Services Administrator | Job Category: | Central Services |
| Management Team | Central Services Team | | |
| Location: | Aylsham | | |
| Level/Salary Range: | | Position Type: | Part time |
| Reporting To | Central Services Manager | | |
| Redeployment or New Vacancy | | | |
| New Vacancy | | Name | |
| Job Description | | | |
| <p>CENTRAL SERVICES ADMINISTRATOR</p> <p>JOB PURPOSE</p> <p>The main focus of the role is to provide support to the Central Services Manager with the development of strong administrative processes which will enable our connecting and caring services to flourish and grow. A key element of the role will be to help develop and maintain efficient electronic systems. You will provide administration for volunteer management, lunch clubs and cover reception for the busy lunchtime period.</p> <p>This role sits alongside the full time Corporate Services Coordinator, and a great degree of collaboration and crossover between the two roles is inevitable, so a flexible team worker, with a ‘can-do’ approach is essential.</p> <p>KEY RESPONSIBILITIES</p> <ul style="list-style-type: none"> • General administrative support as directed by the Central Services Manager • Act as the point of contact for website referrals • Manage our lunch clubs both attendees and volunteer schedules • Support the recruitment and management of our volunteers, undertaking initial interview and selection, DBS checks and induction and keeping records up to date. • Help with fundraising initiatives and events as required • A proactive approach to supporting social media activities • Ad hoc projects as directed by the Central Services Manager | | | |

- Manage administration of training
- Occasional emergency cover as a minibus passenger assistant

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Experienced in administration and data management, possibly within a social care or similar environment.

Excellent standard of literacy and numeracy.

Outstanding organisational skills with the ability to develop electronic administrative systems and processes

IT literate and able to work with Microsoft applications.

Excellent communication and customer relations skills – friendly and warm to all

PREFERRED SKILLS

A natural organizer who loves paperwork and systems, inquisitive and creative within an administrative role

Likes technology and can see the benefits of well-designed systems.

The ability and desire to support and train others in the use of procedures.

Kind and courteous with an innate sense of respect and empathy for all people. Enjoys detail but can also cope with diversity of work and being flexible.

Experience of working with volunteers desirable but not essential

ADDITIONAL NOTES

May need to travel so driving competence required