

## Job Description

<b>JOB TITLE</b>	Administrator
<b>TERMS:</b>	16 hrs pw (worked hours per day Tuesday to Friday) £8.75ph + 8% pension + travel 0.40 p pm
<b>RESPONSIBLE TO:</b>	Derbyshire Housing Options Service Manager
<b>RESPONSIBLE FOR:</b>	Administration of Housing Options Service
<b>JOB PURPOSE:</b>	To provide administrative support for contract reporting, the project and the Service Manager.

This job description is not exhaustive and is intended only as a guide to the range of activities associated with the post.

We require a part-time administrator for a project office of a countywide charity. He/she will work in a shared office on the lower ground floor of Derbyshire Dales District Council where the project is hosted. The post will support the AUKDD Derbyshire Dales Housing Options Team. The person is required to work 16 hours per week, ideally over 4 days (suggested working schedule: T-F 10.00 – 14.30 including 30mins lunch break).

### Main Duties

- Responding to telephone calls and making initial contact with and taking details from clients either face to face, by phone or in writing.
- Process and record data gathered by the Housing Options Team located across Derbyshire using CharityLog.
- Analyse and produce detailed information reports from CharityLog.
- Maintain the main monitoring and outcomes database for the project.

### Regular Duties

- Manage routine office tasks including post, ordering supplies, diaries and calendars, scanning and copying documents.
- Researching, developing and maintaining accurate information and resources for the project
- Processing referral information
- Assisting with Home-Options and bidding process for clients
- Updating website and social media

### Occasional duties

- Accompanying Advisors on home visits
- Supporting the work of the project at special events etc
- Co-ordinating occasional research or evaluation mail-outs

### Person Specification

(qualities, skills or experience necessary to perform the Main Tasks)

1. Experience of reporting systems
2. Experience of managing schedules and meeting deadlines
3. Literate and numerate with an attention to detail
4. I.T. skills (Microsoft word, internet, email, databases) Training in CharityLog will be provided.
5. Communication skills – verbal and written
6. Good-humoured and able to work with a variety of different people
7. Able and experienced in working with confidential information
8. Flexible, 'can do' approach to work, team-working and responsibilities
9. Ability to work without close Supervision
10. Post subject to a DBS check