

Bryson Care Children & Young People's Service
Job Description

JOB TITLE: ADMINISTRATIVE ASSISTANT

RESPONSIBLE TO: FAMILY SUPPORT MANAGER

LOCATION: BELFAST

MAIN TASK:

To provide the administration function necessary for the effective operation of Bryson Care Children & Young People's Services

SPECIFIC TASKS:

- To type all letters, minutes, confidential reports, records, etc. associated with the activities of Bryson Care Children & Young People's Services
- To prepare agendas and record minutes of meetings as necessary
- To receive all telephone calls and enquiries, and ensure that processes are followed and relevant information is passed on to the appropriate personnel
- To create new files and maintain existing files
- To maintain, monitor and review manual and computerised records
- To update and monitor files and data bases and carry out survey's in line with Quality Initiatives (CSE)
- To partake in all Bryson Care Children & Young People's Services Quality Initiatives, (CSE, EFQM & IIP)
- To prepare for and participate in team meetings and work effectively as part of a team
- To prepare for and participate in formal supervision
- To prepare for and participate in Annual Performance Reviews
- To assist if required with Bryson Charitable Group fundraising activities
- To monitor and maintain office supplies.

There are a number of standard duties and responsibilities that all employees irrespective of their role and level of seniority within Bryson Charitable Group are expected to be familiar with and adhere to:

- To participate in all relevant training when required

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- To observe all relevant Health & Safety rules and regulations
- To carry out any other relevant tasks, which may from time-to-time, be required
- To promote and comply with Bryson Charitable Group policies on diversity and equality both in the delivery of services and treatment of others
- To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity and in accordance with the provisions of the Data Protection Act and amendments
- To comply with Bryson Charitable Group protocols on the appropriate use of telephone, e-mail and internet facilities
- To comply with the principles of risk management in relation to individual and corporate responsibilities
- To observe and adhere to all Bryson Charitable Group's Policies & Procedures

This job description is a broad picture of the post at the date of preparation. It is not exhaustive and as such, the post holder will be expected to be flexible. It is recognised that jobs change and evolve over time and any necessary changes will be discussed with the post holder.

TERMS AND CONDITIONS:

Length of Contract:

Salary: £7.20 per hour

Hours: 16 hours per week

Holidays: 12 Statutory days (Pro Rata)
20 Annual days (Pro Rata)

Probationary Period: 6 months

Notice: 1 month

BRYSON CHARITABLE GROUP SICK PAY SCHEME APPLIES

BRYSON CHARITABLE GROUP PENSION SCHEME APPLIES

BRYSON CHARITABLE GROUP OPERATES A NO SMOKING POLICY - WE THANK YOU FOR NOT SMOKING DURING WORKING HOURS

ALL BRYSON CHARITABLE GROUP EMPLOYEES ARE REQUIRED TO RESPECT AN INDIVIDUALS RIGHT TO PRIVACY, DIGNITY, CHOICE AND INDEPENDENCE

**ALL SOCIAL CARE STAFF WILL BE REQUIRED TO REGISTER WITH THE
NORTHERN IRELAND SOCIAL CARE COUNCIL AT THE APPROPRIATE TIME.
BRYSON CARE CHILDREN'S SERVICE**

PERSONAL SPECIFICATION

Criteria		Essential	Desirable	To be tested
Qualifications	Minimum of QCF Level 2 Certificate / Diploma Business Administration or: <ul style="list-style-type: none"> • NVQ Level 2 Certificate / Diploma Business Administration • OCR Level 2 National Certificate / Diploma Business Administration • BTEC Level 2 National Certificate / Diploma Business Administration 	√		On Application form
Experience	2 years paid employment working in an administration role Experience of creating statistical reports and typing correspondence / minutes within a working environment Proficient in Microsoft Office – Excel, Word, Access, PowerPoint and Outlook	√ √ √		On Application form
Education	5 GCSE's at grade C and above including English Language	√		On Application form
Skills & Aptitudes	Ability to work as part of a team Ability to meet deadlines Ability to use initiative Good organisational skills Good communication skills both oral and written Ability to demonstrate attention to detail and accuracy		√ √ √ √ √	At Interview
Personal Qualities	Respects Confidentiality Is willing to attend training as necessary		√ √	At Interview
Mission & Values	Candidates must respect the Vision, Mission & Core Values of Bryson Charitable Group		√	