

Job Ref: HQ/2019/001

**Title:** **Administrator**

**Employer:** Action Deaf Youth

**Based at:** 385a Holywood Road, Belfast, BT4 2LS

**Hours:** 20 hours per week (excluding lunch breaks)

**Employment status**: Fixed term until 31st May 2021

**Annual Salary**: £8,470

**Responsible to:**  Active Play Coordinator

**Job purpose:** To provide administration support to the Early Years team.

**This post is funded by the Big Lottery Fund.**

**Main duties and responsibilities**

1. To develop, implement and maintain different administrative procedures as required for the Early Years service;
2. To provide administrative support for the Early Years team. This includes:

**Database**

1. Data inputting, using a range of software applications to produce statistical reports;
2. Updating databases and spreadsheets on a monthly, quarterly and annual basis;

**Finance**

1. Input and track on-going financial transactions of the ‘Supporting Families with Deaf Children through Active Play’ project electronically;
2. Produce financial reports when required;

**Training & Play Provision**

1. Providing administrative support for organised training programmes including setting up and booking rooms, courses and candidate registration;
2. Providing administrative support for organised play provision including booking rooms and helping to make resources;
3. Sourcing the required resources for training and play programmes;
4. Carrying out marketing duties including uploading posters and information on Action Deaf Youth website, Facebook pages and other social media platforms;

**Administration Management**

1. Initiating and responding to correspondence including the use of email;
2. Answering and responding to telephone enquiries;
3. Planning and prioritising own work ensuring targets are monitored and deadlines met;
4. Dealing with outgoing and incoming post, including emails.
5. Developing and maintaining an Early Years’ service filing systems including electronic filing;
6. Ensuring there is efficient and effective use of resources;
7. Attending team meetings;
8. Take, prepare, and distribute minutes;
9. To meet and greet beneficiaries and visitors at the Action Deaf Youth Office;
10. Follow Action Deaf Youth’s Child Protection Policy and safeguard the welfare of the children who attend our programmes and the welfare of others.
11. To perform other duties within the organisation, under the direction of Line Manager.

**PERSON SPECIFICATION**

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| **Post** | **Administrator** | |
| **Location** | **Belfast** | |
|  | **Essential** | **Desirable** |
| **Qualifications** | 1. 5 GCSEs (Grade A-C) including Mathematics and English Language (or equivalent); 2. ECDL qualification, RSA Stage II or equivalent. | 1. NVQ in Administration Level 2 (or equivalent). 2. Fluent in British Sign Language or at least passed BSL Level 2. |
| **Experience** | 1. A minimum of 2 years’ experience of general administration, preferably within the voluntary sector; 2. Experience in the use of Microsoft Office applications; 3. Experience of developing and maintaining hard copy and electronic filing systems; 4. Experience of using financial software. | 1. A minimum of 1 years’ experience of taking minutes at meetings. |
| **Competencies** | 1. Able to demonstrate excellent written communication skills; 2. Able to demonstrate good verbal communication skills; 3. Ability to establish and maintain constructive relationships with a wide range of people including managers, employees and beneficiaries; 4. Ability to work effectively and to work on own initiative. |  |
| **Personal Qualities** | 1. Ability to demonstrate reliability; 2. Ability to demonstrate flexibility |  |