

Clanrye Group

Job Description

Job Title	Disability Support Services Administration Assistant
Job Location	Drumalane Mill, The Quays, Newry
Programme/s	Disability Support Service
Hours of Work	35 hours per week
Salary	£25,407 per annum
Reports To	Programme Manager
Responsible for	N/A

About Us

Clanrye Group is a community organisation providing help and support to people who want to make positive life changes. Clanrye Group is a leading provider of high-quality programmes and services for people with a diverse range of needs and barriers and furthest removed from the labour market. A range of 'Employability' and 'Community Development' programmes are available and delivered utilising an individualised tailored wraparound approach to include health and wellbeing initiatives, training and skills development, accredited qualifications and employability support.

Clanrye Group's **Disability Support Service (DSS)** provides specialised support for young people (aged 16-22) on the Training for Success and Apprenticeship NI Programmes across Northern Ireland.

About the Job Role

We are seeking a person to provide administration support across the **Disability Support Services** programme as required by the Programme Manager or DSS Administrator.

Duties and Responsibilities

Disability Support Services (DSS) - Core Duties

- Assist with the collation and checking of all programme documentation (DSS10s)
- Track and save consent forms and trainee reviews
- Assist the Programme Officer with the recording and saving of trainee information on the PowerApp
- Track and record staff training (Me-Learning)
- Provide update reports to programme staff for, reviews, Me-Learning and consent forms.
- Assist with the recruitment process - Interviews / Inductions
- Provide additional assistance to Programme Manager, Officer, and HR team as and when required

General Duties

- Adhere to Clanrye Group's 'Code of Conduct' maintaining confidentiality, professionalism and quality standards across all work practices and interactions.
- Perform job duties in compliance with Clanrye Group's policies and procedures to include adherence to equal opportunities, health and safety legislation and data protection requirements.
- Demonstrate commitment to Clanrye Group through the completion of all tasks allocated by attending staff and development opportunities to ensure that professional competency is maintained.
- Ensure that all safeguarding procedures are followed as outlined in Clanrye Group's safeguarding manual.

Person Specification

Job Title: **Disability Support Services Administration Assistant**

Qualifications required (E)

- 5 G.C.S.E's at Grade c or equivalent and to include English and Maths.

Skills and Competencies (E)

- Highly proficient in using ICT with excellent working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook and SharePoint).
- Ability to drive and access to own car.
- Highly organised.
- Excellent time management skills.
- Good team player and able to work independently.
- Can-do attitude.
- Professional and punctual.
- Customer service focused with excellent communication and interpersonal skills.

Experience (E)

- Highly competent in using ICT with excellent working knowledge of MS Office Suite to include Sharepoint, Outlook, Word, Excel, PowerPoint. (E)

Experience (D)

- Experience in an administrative role.
- Experience of SharePoint maintenance.
- Experience of developer functions ie Marcos and pivot tables.

Personal qualities, communicating and relating to others

- Flexible, adaptable and innovative (E)
- Excellent interpersonal and communication skills (E)

Safeguarding

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of children, young people and adults. (D)
- This post requires an enhanced Disclosure check (E)
www.nidirect.gov.uk/articles/regulated-activity-vulnerable-groups

Other

- Access to transport to carry out the duties of the post (E)

Employee Benefits

The successful post holder will avail of the following benefits:

- **Holiday Arrangements:** 20 working days per year rising to 25 after a period of 2 years' service plus 12 statutory days (holidays for part-time roles will be calculated on a pro-rata basis).
- **Length of service awards:** For those employees who have served for 10 years or more an additional day's holiday will be granted for each year of service thereafter up to a maximum of 5 additional days.
- **Flexible Working Hours:** To accommodate personal circumstances, working day to be agreed between line manager and employee and in line with policy.
- **Pension:** Employees are able to join the pension scheme under the new Auto Enrolment Government Scheme.
- **Sickness Arrangements:** After 6 month's service, full pay up to 20 working days. Half pay for a further 45 working days. At the conclusion of this period Personal Health Insurance may realise sick pay at 75% of full pay for a period of up to 3 years (subject to the ruling of the PHI Insurers and Clanrye Group).
- **Enhanced Family Friendly Rights:** Maternity and paternity leave in accordance with current statutory requirements.
- **Wellbeing Hour:** A 'wellbeing hour' - one hour's paid leave per week to partake in a wellbeing activity to help maintain own mental and physical health, to be agreed by line manager.
- **CPD:** Opportunity to develop and enhance knowledge and skills through Continuous Professional Development.
- **Birthday:** Paid leave on day of birthday or on the following Monday if it falls at the weekend.