

**JOB DESCRIPTION**

<b>Job Title:</b>	ADMINISTRATION SUPPORT ASSISTANT
<b>Responsible to:</b>	Chief Operations Officer
<b>NJC Scale 8 :</b>	£ 13,189 p.a. Initial contract to March 2011, thereafter subject to funding
<b>Entitlements:</b>	25 days Annual Leave p.a, Pension Contribution
<b>Hours:</b>	37 hours per week, M -Th 9-5, F 9-4.30
<b>Base:</b>	Swale & Canterbury Carers Support, Suite 9, Bank House, Broadway, Sheerness
<b>Closing date for application:</b>	4th November
<b>Interview:</b>	8th November
<b>Immediate start:</b>	Please contact Chief Operations Officer <a href="mailto:sandie.hornby@swalecarers.org.uk">sandie.hornby@swalecarers.org.uk</a> for application pack.
<b>Aims of Post:</b>	Working within Swale & Canterbury Carers Support staff team, providing comprehensive and effective administration support to all services within the organisation

**Main Duties and Responsibilities:**

- To collect, sort and distribute incoming post accordingly
- To ensure outward going post is dealt with efficiently
- To answer the telephone in a polite and efficient manner

To receive and disseminate messages to/from clients/staff

To maintain Office Diary and Appointments systems

To deal with deliveries and visitors to the offices, ensuring correct procedures are adhered to

To provide administrative assistance including typing, filing and photocopying

To assist in the production and distribution of S&CCS communications including newsletters

To provide administrative and general support to the Chief Executive Officer, Chief Operations Officer and other staff as delegated

To assist with the booking of and preparation for meetings

To perform a minute taking function as required

To assist with the planning and delivery of events

To maintain a number of electronic client database records and hard copy files

To maintain a clean, safe and well presented environment throughout the Centre

To promote the profile of Swale & Canterbury Carers Support in the wider community

Participate in Staff Team meetings, Supervision, 'Awaydays' and Appraisal process and events

To attend training as identified and agreed with the Chief Operations Officer

To work in a manner that fosters good working relationships within the Swale & Canterbury Carers Support Staff Team, Volunteers and Board of Trustees

Any other duties in pursuance of this post as agreed with Chief Operations Officer

**Person Specification:**

**Experience**

Experience of working within a busy office environment

Experience of working within a team and also on own initiative

Experience of working with the public

**Knowledge/skills**

A good standard of education

Good oral and written communication skills

Good IT skills – Microsoft Programmes including Access

Good organisational skills

Ability to prioritise own workload

Willingness and Ability to work as lone person within office

Well developed interpersonal skills

Equal opportunities

Health and Safety

Risk Assessment

**Other requirements**

A positive and flexible 'can do' attitude

Able to pass enhanced CRB check

Able to provide two acceptable references

Ability to work occasional flexible hours which may include some evening/weekends