**Job description: Senior REGIONAL Administrator**

**The Association for Fostering and Adoption (AFA Cymru)**

**St David’s Children Society
Based IN CARDIFF**
The Senior Regional Administrator plays a central part in AFA Cymru’s regional service. S/he takes a lead role in the provision of an administrative, secretarial and reception service for the Regional office and assists in the provision of information and advice to the general public, member agencies and specialist disciplines

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| **MAIN DUTIES** |
| **JOB SUMMARY AND PURPOSE** | * To provide an administrative, secretarial and reception service to the regional office
* To act as a front-line response service to members of the public, professionals and other key stakeholders
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| **ORGANISTATIONAL RELATIONSHIP** | * Directly reports to the Operational Manager
* Is a member of the AFA Cymru / St David’s Children Society
* Liaises closely with the regional administrator based in the Rhyl office as well as the administrative support team based in St David’s Children Society
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| **MAIN DUTIES** | * Administration and secretarial support to the Operational Manager and Trainer Consultant based in the Cardiff office
* Administrative and secretarial support to the Legal Consultant who is home based
* Administrative and secretarial support to Associate Trainers (employed on an ad hoc basis)
* To respond to incoming emails in a timely manner, ensuring that information is shared with the correct person within the team
* To provide a front-line reception service for the Cardiff office and in liaison with the Rhyl administrator to assist remotely during times of sickness or annual leave to ensure cover for the Rhyl office
* To deal with internal and external telephone enquiries and written enquiries about child care issues, at times without reference to the consultants
* Monitor Tender opportunities circulated via email
* To develop and maintain appropriate office systems
* To assist the Operational manager in the production of reports including gathering relevant information and statistics
* To order and maintain stocks of stationery, publications and other resources
* To ensure maintenance and repair of office equipment
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| **TRAINING, MEETINGS & CONFERENCES** | * In collaboration with the Operational Manager, to manage requests for commissioned training and to undertake associated administrative tasks
* To word process a variety of documents including training confirmation letters, programmes, handouts and other documentation as required
* To be responsible for photocopying training materials and delegate packs
* To design fliers for workshop & conferences
* To source venues and negotiate costs within an agreed budget for conference and workshop events
* To organise and co-ordinate arrangements for Workshops and Conference events in Wales and to assist with other National events as required
* To take responsibility for administration of conferences including contact with speakers and Chair in terms of their presentations and any relevant papers
* To be the link person for any IT requirements and to be responsible for organising catering for such events
* To attend conference events and in collaboration with the venue staff, be responsible for the smooth running of the day
* To organise meeting rooms for special interest group meetings, including ensuring VC arrangements are in place if required
* To attend special interest group meetings to take the minutes, at times reflecting complex discussions, and to collate and distribute papers in liaison the with Chairperson
* To record relevant information on spreadsheets and databases which will be required for inclusion in reports
* To attend team meetings for AFA Cymru and St David’s Children Society
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| **Financial** | * To send a monthly spreadsheet report to the Accountant in terms of income generation targets
* To liaise with Accountant in raising invoices for services provided including attendance at conferences, workshops and the delivery of training courses
* To liaise with the Accountant of St David’s Children Society to pay invoices for services/items purchased with the authorisation of the Operational Manager
* To take responsibility for administering petty cash and to provide a monthly return to the Accountant
* To assist with the submission of mileage expenses for AFA Cymru staff as required
* To ensure that agreed budgets are adhered to in terms of organising conference and workshop events
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| **General** | * To carry out any other tasks that may be delegated appropriate to the grade.
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**Person specification: REGIONAL ADMINISTRATOR- CARDIFF office**

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|  | **Description** |
| **Essential** | * Experienced administrator with a minimum of 5 years’ experience in a busy office environment
* Excellent administration skills, with high levels of competence in Word Excel and Powerpoint
* Good numeracy skills, including ability to process financial information
* Good interpersonal and communication skills
* Ability to work collaboratively in a small busy organisation
* Experience of organising conference or workshop events
* Experience of taking minutes at meetings
* Willingness and confidence to work alone in the office
* Able to manage own workload and have the confidence to use own judgement
* To be flexible and able to multi task
* Commitment to equal opportunities
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| **Desirable** | * Experience of working in a voluntary or local authority setting
* The ability to communicate in Welsh
* Ability to drive and have access to a vehicle
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