Job Description – Administrator

Cardiff

**MAIN PURPOSE:**

1. To work alongside the Senior Administrators in the organisation in providing an administrative service to the CEO, management team and social workers within St. David’s Children Society.
2. Any further administrative duties that may be required in order to further the work of the Society.

**MAIN DUTIES:**

* To act as first point of contact for any telephone enquiries (or other types of communication such as emails) into the Society and respond effectively with prompt referral to a manager or social worker as appropriate.
* To assist the Registered Manager in ensuring the Society adheres to its statutory responsibilities in relation to the maintenance and storage of records.
* To assist with the duties required for administration of the Society’s Adoption Panel
* To minute Team and other meetings required by the Society
* Using a variety of software packages, such as Microsoft Word, Outlook, Powerpoint, Excel, to produce correspondence and documents and maintain presentations, records, spreadsheets and databases
* Devise and maintain office systems including inputting information into the database in a timely way.
* To assist with the induction of the management team and social workers in any new database systems that are introduced into the Society
* Set up and maintain files for adoptive applicants/families including procuring necessary references, typing up case recordings, court reports, (e.g. Annex A) prospective adoptive reports (PAR) and reports submitted to the Society’s Adoption Panel
* To undertake routine administrative tasks for the CEO, management team and social work staff, including message taking, attending meetings, minute taking and keeping notes
* To administer of all pre and post approval training, including sourcing venues, sending out invites and collation of training packs
* To liaise appropriately to prioritise and share the workload in order to maintain an efficient administrative service
* To share responsibility for monitoring at different stages of the adoption process
* To offer administrative support to the Adopting Together project including the setting up of files, processing referral information in a timely way, ensuring information is inputted onto the database, minuting meetings, communicating with key stakeholders and supporting the Adopting Together project manager.
* To assist with the facilitation of profile events for the Adopting together project including sourcing venues, sending out invitation letters, organising the administration of the day.

**Person specification: REGIONAL ADMINISTRATOR- CARDIFF office**

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|  | **Description** |
| **Essential** | * Administrator with a minimum of 2 years’ experience in a busy office environment
* Excellent administration skills, with high levels of competence in Word Excel and Powerpoint
* Good interpersonal and communication skills
* Ability to work collaboratively in a small, busy organisation
* Experience of taking minutes at meetings
* Willingness and confidence to work autonomously
* 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
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