

Job Description: Senior Administrator

Job Summary

This role will join North East Wellbeing (NEW), assisting the Zone West Project Manager by providing day-to-day administrative support to enable the effective running of Zone West and other NEW projects. Responsible to Zone West Project Manager. This role has a salary of £18,000 to £20,000.

This is a flexible post: up to 30 hours per week for the right applicant (but not less than 16 hours/wk). The office is in Central Newcastle and Zone West operates in the schools GP surgeries and communities of the West End of Newcastle.

North East Wellbeing's purpose is to create NEW landscapes of life chances for vulnerable children through colourful and creative education, and our Mission is to provide good leadership, governance and finance so that our family of projects can flourish:

Zone West's purpose is to join and link community resources to release talent and potential in children. We do this by developing bespoke support packages for children for their long-term development.

Key Project Support Tasks and Responsibilities

- Work as a part of a committed team to deliver positive change for children and families.
- Operate and update a range of databases and computerised case management systems.
- Generate statistical information through case management system for reporting purposes.
- Assist in the effective use and maintenance of the office environment and systems and support the introduction of, and working with, systems to manage these effectively; this will include organising and maintaining comprehensive electronic filing systems and using digital tools
- Keep up to date with regulatory/statutory changes and policies that might affect Zone West
- Work with Project Manager to ensure that policies are up to date and are approved.
- Provide support to Zone West Steering group & NEW Boost Team on specific projects.
- Organise internal and external meetings on behalf of the team as required, including co-ordinating dates, booking meeting rooms/venues/facilities, organising refreshments and taking minutes at meetings as required
- Arrange, attend and provide secretarial support for internal and external meetings and/or networks as required.
- Procure goods and services including stationery, general office equipment, maintenance and staff training
- Update databases and other information sources in line with legislation
- Ensure that records are easily accessible when needed
- Deal with enquiries and requests for information Destroy or archive finished data/records
- Provide training to staff who require access or have responsibility for maintaining records
- Ensure compliance with financial, legal or administrative requirements and regulations.
- Assist with organising external and/or internal conferences, away days and training, including registration and preparing resources.

Person Specification

		Essential?
1. Qualifications	<ul style="list-style-type: none"> • Relevant Professional Achievement e.g. NVQ level 3 in business administration or relevant exempting experience 	
2. Experience	<ul style="list-style-type: none"> • At least 5 years' experience as a Senior Administrator • Knowledge of working with governance, compliance & regulatory frameworks 	
Skills & Knowledge	<ul style="list-style-type: none"> • Knowledge of setting up and working with Information Management Systems (e.g. Salesforce) • Excellent administrative, organisational and prioritisation skills and the ability to thrive in a challenging environment • Strong interpersonal skills including the ability to relate well to others, communicate confidently with colleagues across the organisation • Competent with data-entry and producing reports from Microsoft Excel 	
Personal	<ul style="list-style-type: none"> • Good communication skills • Professional presentation and operation at all levels in NEW. • Ensures decisions and actions are in line with company values, policies and guidelines • Ability to facilitate, maintain and manage good working relationships 	
Behaviours	<p>Ability to work on own initiative, self-directed and motivated.</p> <p>Well organised, able to prioritise and manage time effectively and work to tight deadlines.</p> <p>Ability to build relationships quickly and work as the creative element of a team.</p> <p>Willingness to give support across the organisation and implement an integrated approach.</p>	

How to Apply

To apply, please complete the application form. CVs will not be accepted.

Applications should be sent to:
director@northeastwellbeing.co.uk

Please ensure that the first part of your application form, which requests information on your education and employment history, is fully completed.

Your supporting statement in the application form should then provide us with information regarding your fit for the job as summarised in the person specification.

Should you be invited to interview with the Zone West team, we will ask questions to determine your fit with the Zone West competencies, values and job responsibilities.



CONNECTING RESOURCES
FOR CHILDREN AND FAMILIES

Recruitment Timetable

**Deadline for applications:
12pm Monday 9th November 2020**

**Interviews with Zone West:
Tuesday 17th November**

**Role commences:
As soon as notice arrangements allow**

Advert

Senior Charity Administrator Newcastle

Job Title: North East Wellbeing Senior Administrator (Zone West)

Working hours: flexible between 16 - 30 hours/week

Rate of pay: £18-20,000 FTE

Contract: VCSE

Closing date: 09.11.2020

Interview date: 17.11.2020

We are looking for an experienced Administrator to join a small team of highly motivated people working with children and families in the West of Newcastle. This role to support Zone West in its delivery of a social prescribing approach for at-risk children. We are looking for a friendly and motivated person to help with the networking, organizing and record keeping that is generated by our Link Workers. This role will work with the demands of a multidisciplinary stakeholder group that includes the Primary Care Network of GP practices, education and community groups.

You must be able to strike up easy positive relationships and show flexibility alongside your organisational skills. We are vision-led and committed to the children we care for and the communities they come from. You could make a big difference to our work and will find a warm welcome.

For more information and a job pack please contact Toby Quibell.

Email: director@northeastwellbeing.co.uk

We are committed to promoting equal opportunities.