



CommuniCare Administrators Job Description

Hours: 24 hours per week

Responsible to: The CommuniCare Manager

Main Purpose:

- Support the CommuniCare Manager in ensuring the smooth running of the office & advice centre.
- Support the volunteers and paid team as needed.
- Ensure accurate records of clients are kept.
- Produce month monitoring reports and other reports as requested.
- Prepare files and relevant paperwork for the monthly legal clinic.
- Manage volunteer absence and rota cover.
- Carry out reception and general office duties

Job Description:

1. Ensuring office and administration tasks are undertaken daily.
2. Supporting the CommuniCare team with all they need.
3. Supporting clients with the use of the public computers.
4. Ensuring all public areas and advice rooms are equipped as needed.
5. Understanding the needs of the office and take action without being prompted.
6. Ensuring accurate records of clients are kept in accordance with CommuniCare procedures.
7. Assist CommuniCare Manager with administration of CharityLog database.
8. Produce monthly reports and clients reports as requested.
9. Preparation of pre and post paperwork for the monthly legal clinic.
10. Producing quarterly and annual reports for Law Works and Shoosmiths.
11. Provide information on the service (including the preparation of monitoring reports) to the CommuniCare Manager, Trustees, sponsors and other third parties as requested.
12. Responsible for the office petty cash and receipts.
13. Maintaining the office filing system and archiving.
14. Assisting the Manager with the preparation of the annual reports as required.
15. Monitoring the CommuniCare email and responding, actioning emails as required.
16. General administrative tasks as needed within the CommuniCare office, including stationary ordering, photocopying and post.
17. Carry out any other duties that may be required.

General

1. Ensure that all activities are conducted honestly confidentially, with integrity and in line with the values of a Christian organisation.
2. Demonstrating a belief in the equal value of all irrespective of a person's life situation, views or beliefs.
3. Support the Christian ethos statement of CommuniCare

Person Specification.

The person for this position will have the following skills:

- A proven track record in administration.
- The ability to multi task.
- Excellent organisational skills.

- The ability to communicate with a range of people in a non-judgemental way.
- Good interpersonal skills.
- Confident telephone manner
- The ability to work well in a team.
- The ability to use own initiative and be self motivated.
- Excellent IT skills and the ability to learn new systems.
- The ability and willingness to challenge what is not good practice.
- A good sense of humour and very adaptable.