

## ADMINISTRATION OFFICER JOB DESCRIPTION

<b>Post:</b>	Administration Officer
<b>Project:</b>	Safe Places for Children UK
<b>Responsible To:</b>	Area Manager or Above
<b>Reports To:</b>	Area Manager
<b>Contract:</b>	Full Time Contract (Probation Period)
<b>Hours:</b>	9.00am – 5.00pm
<b>Salary:</b>	£22,605.44 Per a Year

### Background Information

Safe Places for Children was founded as a Registered Charity in April 2016 with the aim of supporting the most vulnerable young people within the residential care industry. Safe Places for Children provide complex traumatised young people in care with individualised therapeutic residential homes within either England or Northern Ireland. Our mission is **At Safe Places, it's all about the young people**. Our values focus on being **supportive, responsive, passionate, professional and united**.

The Young People that Safe Places for Children provide care for can at times display **Challenging Behaviours that include but are not limited to the following**; Destroying Property, Absconding, Self-harming, Poor Hygiene, Sexually Acting out towards other Young People or Workers, Fire Fascination, Cruelty to Animals, Anti-social Behaviours, High level Defiance, Physical Aggression including Hitting, Spitting, Kicking, Threatening Young People and/or Workers and Verbal aggression.

Our aims and objectives at Safe Places for Children is to provide a model of care that focuses on providing stability, a nurturing & domestic environment that can support positive outcomes for Young People. The Service Delivery will operate in line with our Registered Homes **Statement of Purpose** and our Organisational **Integrated Practice Framework (IPF)**. Safe Places for Children hire staff members that have the skills, qualities, experience, qualification and abilities to work with High Risk and Complex Traumatized Young People. This **Job Description** outlines the roles and responsibilities in which you have been employed to provide.

### General Responsibilities

Employees of Safe Places for Children will be required to promote and support our mission: **At Safe Places, it's all about the young people** and our values which are to be **Professional, Responsive, Passionate, United and Supportive** with all stakeholders, colleagues and management that are connected with the organisation and also with young people in our care.

General responsibilities include, but not limited to, the following:

- Staff members have a responsibility to welcome visitors to the office, undertake reception duties and answer telephones.
- The Administrating Officer will maintain an inventory of office supplies (stationary, tea & coffee).
- Staff member will assist in maintain a high standard of cleanliness in the office
- Staff member to collect, scan, post and distributing all mail in relation to the

organisations business plans and ethos.

- The appointed staff member is responsible for scanning, printing, binding, photocopying and faxing all information required for the company to meet business needs.
- Assisting with Safe Places training days in terms of organising trainers, room set up and any other items needed that ensures the organisation are able to meet the training needs.
- Administrator Officer will be responsible for taking planning meetings, Registered Manager meetings or other meetings directed by the Area Manager or Senior Management.
- The appointed staff member will be responsible for distributing minutes for meetings and uploading onto the portal that are accessible for approved staff members.
- The Administrative Officer will be responsible for diary management, property maintenance appointments and appointments needed for the servicing or maintenance of the vehicle.
- The Administrative Officer will support the organisation to meet all recruitment requirements and assist with Human Resources duties.
- The staff member is to support us with documentation review for all area staff as directed by the Area Manager or other Senior Management
- Property Management for residential properties and assisting with set up of new residential properties.
- Arrange property maintenance and repairs and asset Inventory for Safe Places property assets
- Uploading receipts and invoices for payment on the organisations portal that be accessed by the Area Manager, Senior Management Team and Finance.
- The Administrator Officer will be the main point of contact for service providers that are associated with the organisations business.
- Have input into the continued improvement of the service (be part of the solution)
- Work within the organizational policies, procedures and values.
- Manage resources efficiently and using tools provided
- Maintain and update company databases
- Organize a filing system for important and confidential company documents
- Answer queries by employees and clients
- Maintain a company calendar and schedule appointments
- Book meeting rooms as required
- Distribute and store correspondence (e.g. letters, emails and packages)
- Prepare reports and presentations with statistical data, as assigned
- Arrange travel and accommodations
- Schedule in-house and external events
- Any other duties and responsibilities deemed necessary by Management.
- Review WHS incidents for the organisation
- Facilitate payment of invoices due by sending bill reminders and contacting clients
- Review outstanding debtors and provide information to the Finance Manager and the Service team
- Follow established procedures for processing of cash, receipts and other transaction data
- Assist with the end-of-month closing of accounts & other ad hoc responsibilities.
- Contribute to the development of tools and resources, systemisation and policies & procedures for the business
- First point of contact for payroll queries
- Adhere to Safe Places for Children Equal Opportunities Policy throughout the course of employment;
- Participate and engage in a “step up” process in regards to short term position

- appointments that help ensure the delivery of the Registered Service or Safe Places for Children's needs, this is to be agreed by the General Manager of Operation;
- Any other duties, roles and responsibilities deemed necessary by Management.
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## Pay and Terms and Conditions

<b>Salary</b>	£22,605.44 per a Year.
<b>Hours</b>	Full-time (38 Hours Per a Week). Monday to Friday, working hours are from 9.00am – 5.00pm.
<b>Holidays</b>	33 days per year including bank holidays
<b>Probation and conditions</b>	you will serve a probationary period of six months. This may be extended if considered appropriate. Must be able to obtain a DBS check. Must have a full driving license and vehicle for travel requirements.
<b>Waiting List</b>	A waiting list may be compiled for any similar fixed-term or permanent vacancies that arise in the next 12 months.

Canvassing, either directly or indirectly, will be an absolute disqualification. We will review this Job Description and it may include any other duties and responsibilities, as determine in consultation with the job holder. We do not intend to be rigid and inflexible but rather to provide guidelines within which the job holder works.

### Records Management

All Safe Places for Children employees are legally responsible for all records held, created or used as part of their business within Safe Places for Children, including client, corporate and administrative records whether paper-based or electronic and including emails. Safe Places expect all staff members to protect all associated data with regards to our line of work in a confidential and secure manner.

Staff members have a responsibility to report any breaches, issues or concerns about data protection through to Safe Places Data Protection Officer or their Supervisor. Staff members are to operate and manage data in line with the organisations policies, processes and procedures. Staff members are to be aware and function in a process that meets legal requirements stipulated in the General Data Protection Regulations 2018 (GDPR) and Data Protection Act 2018 (DPA).

### Essential General Requirements

- Criminal history checks
- Enhanced Access NI Checks to be completed
- Current full driving license with correct address
- Confident with Microsoft office suite, Internet Explorer, Email program and Diary Management.

### Essential Experience and Qualifications

- Minimum 12 months administrative or office experience

- Confident with Microsoft office suite, Internet Explorer, Email program and Diary Management.
- Administrative officer may be required to use own vehicle occasionally to pick up office supplies and attend properties.



## Safe Places for Children