

Home-Start is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

Job Description – Administrator

Job Title: Home-Start Administrator

Employer: Home-Start Herefordshire, Lakeside Offices, Suite A Unit 1, Thorn Business Park, Rotherwas, Hereford, HR2 6JT

Hours of work: 10 hours/week (over 3 days)

Salary: £18,562 - £19,312 (pro rata)

Responsible to: Scheme Manager

Purpose of the job

- To provide administrative support to the employees of the scheme, and Board of Trustees as appropriate and agreed
- To ensure the efficient administration of the Home-Start office.

Main Responsibilities

- General office duties including photocopying, telephone calls, emails, diary management, filing and mailing etc
- Ensuring good communication with all scheme stakeholders, ensuring good practice in equality, diversity and fairness
- Providing administrative support to assist in the recruitment and support of volunteers
- Uploading volunteer diaries on database
- Working with all other members of the team to ensure good safeguarding practice in all aspects of the scheme's work
- Assisting with hospitality for visitors to the office.
- Assisting the Co-ordinators to maintain efficient, accurate and confidential records, including statistics collection and collation.
- Preparing reports, newsletters and minutes of meetings
- Supporting events and meetings as required.
- Administering petty cash and the payment of volunteer's expenses.
- Maintaining supplies of stationery and office sundries.
- Taking and distributing minutes of Board of Trustee Bi-monthly meetings
- Distributing agendas and reports for future meetings.
- Banking; withdrawing/paying in cheques
- QuickBooks – monthly updates
- Supporting annual returns to Companies House and the Charity Commission
- Complying with all Home-Start policies and procedures

The post holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the post as detailed above.

This job description is current as at 1st October 2021