

Administrator

Details of the job

Job title:	Administrator
Grade/ Salary	£11.00 ph / £20,592 pa
Hours	FT – 36 Hours
Reports to:	Operations Manager
Service area:	Community Health & Wellbeing

Overall purpose of the post:

Shine Lincolnshire are looking for an experienced administrator to support the Community Mental Health & Wellbeing Team with general administrative duties.

Main accountabilities

	<ul style="list-style-type: none"> ▪ Help in supporting the team to maintain contact with stakeholders across various sectors. ▪ Support to manage key data including data entry, basic data formatting, error identification and data analysis. ▪ Supporting the team with general administration duties. ▪ Help maintain and monitor records related to project delivery for documentation & clarification. ▪ Support the team at events or meetings (including minutes) as required, both face to face and virtually. ▪ Assist with diary & calendar management of the team. ▪ Bring excellent organisational skills to the team to help support the team in meeting contractual obligations. ▪ Good written and verbal communication skills will be required to help support in the production of management reports and presenting information to 3rd parties ▪ Dealing with telephone, email, event enquiries and assisting with signposting enquiries. ▪ Other duties may include assisting the Team with marketing and communications tasks and the preparation of community events. ▪ Any other duties that may arise within the working day.
General	<p>Promote and support the achievement of Shine Lincolnshire.</p> <p>Act as a positive ambassador for Shine Lincolnshire and Mental Health services in Lincolnshire.</p> <p>Maintain a high standard of probity in professional, personnel and financial matters, maintaining good relations with colleagues and external partners and to act in accordance with Shine Lincolnshire's code of conduct, safeguarding policies, and other relevant organisational policies.</p> <p>Uphold and promote Shine Lincolnshire's commitment to equality and diversity and the value of lived experience.</p> <p>Undertake any other reasonable duties as they arise in the future.</p>

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person Specification

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ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education, qualifications training and experience	<p>This post requires satisfactory clearance of a Disclosure and Barring Service disclosure: Standard</p> <p>A Level standard or equivalent, A-C grade in any subject GCSE or equivalent, A-C Maths & English</p> <p>Equivalent vocational experience in a relevant role.</p>	Evidence of continued professional development.
Knowledge	The places within Lincolnshire and an understanding of its different types of communities	
Experience	<p>A minimum of 2 years' experience working within an administrative role</p> <p>Data input, collation, and analysis</p>	<p>Working collaboratively across different teams</p> <p>Working in or with Community groups, volunteering or working with the VCSE sector</p>
Ability and skills	<p>Tact and diplomacy skills to demonstrate a high level of discretion and confidentiality.</p> <p>Strong interpersonal skills and public communication skills, with the confidence to represent the organisation at events.</p> <p>Excellent organisation and interpersonal skills with the ability to prioritise the workload working on own initiative and as a member of a team when appropriate.</p> <p>Excellent written communication skills and proficiency in Microsoft Office (including Excel).</p> <p>Good Literacy and numeracy skills, fluent in English</p> <p>Strong Admin, IT and social media skills, with confidence to work remotely and virtually.</p> <p>Ability to work flexibly, independently, and unsupervised to a deadline.</p> <p>Highly self-motivated and dynamic. Comfortable with and able to adapt to frequent changes in work direction and local priorities</p>	<p>Comfortable working with virtual meeting platforms (Teams, Zoom, Skype) and Cloud based sharing and collaboration platforms (Google docs, SharePoint, Huddle)</p> <p>A driving licence</p>

	<p>A creative approach to problem solving and a can-do attitude</p> <p>Must be able to travel to places across Lincolnshire to attend meetings and events when face-to-face meetings are required.</p>	
<p>Equal opportunities</p>	<p>Ability to demonstrate awareness / understanding of equal opportunities and other people's behaviour, physical, social and welfare needs</p>	