

Job Description

Position: Admin Assistant

Reports to: Chief officer

Location: Carers Resource, Thicketford Centre, Thicketford Road, Bolton BL2 2LW

Salary: £8.50 an hour

Hours: 16 Per week

Type of Contract: October 2019 (Further funding will be sought to continue job role)



CLOSING DATE IS FRIDAY 16TH NOVEMBER 2018

Job Purpose

Bolton Dementia Support is a small registered charity supporting people living with dementia and those who care for them. We are partially funded by the Clinical Commissioning Group and Bolton Local Authority. The position on offer has been brought about through funding from Bolton Council and is for 2 years from October 2017

The purpose of the job is to provide daily support for the active role of office based activities. The hours of work are 16 hours per week. Some hours are prescriptive the remainder have a degree of flexibility within the core hours of 9.00am and 5.00pm. There will be a requirement to work some unsocial hours when time off in lieu may be taken.

Job Specification.

We are looking for a positive thinking well motivated person who is committed to the well being of people living with dementia and those who care for them. The person appointed will be articulate, possess good communication skills and have the ability to empathise with the needs of anyone affected by dementia.

The successful applicant will have good office skills and a pleasant telephone manner and an ability to keep the following:

1. Recording income and expenditure in cashbook
2. Reconciliation of cashbook to bank statements
3. Recording and filing of all bank expenditure receipts/vouchers/invoices
4. Operation and recording of cash transactions via a petty cash system
5. To provide day to day administrative tasks within the office including basic accounting.
6. To work effectively with staff, committee members and volunteers to further the objectives of Bolton Dementia Support.

7. To plan organise and develop your work to meet specified requirements and deadline
8. To support and maintain the use of information systems including data bases and social media systems.
9. To assist in designing, creating and producing a range of documents from various sources.
10. To assist with the management and the organisation of diaries.
11. To contribute to the arrangement setting up of meetings, events, conferences and exhibitions.
12. To deliver and develop customer relationships including receiving and assisting visitors as required.
13. To source information to answer customer queries
14. To assist with marketing and public relations to raise the profile of Bolton Dementia Support's services and campaigns.
15. To adhere to all Bolton dementia Support's policies and procedures particularly in respect of equal opportunities, valuing diversity, confidentiality and data protection.

Principle Responsibilities

- To provide effective admin support service to Bolton Dementia Support.
- Support and maintain the use of information systems including social media.
- To support volunteers, committee members and staff with further duties.
- Assist with planning, booking and organising outings.
- To design publicity material.
- To maintain and update existing web site.

Admin Assistant Person Specification

Essential Criteria

The successful candidate will have:

1. A warm, friendly and welcoming personality with a professional approach to work.
2. Have a smart appearance.
3. Personal qualities; ability to maintain complete confidentiality and discretion within all situations, tactful and sensitive. Accepting of all.
4. Ability to work and communicate effectively with people at all levels
5. A flexible approach to work.
6. Ability to respond to the demands of internal and external changes and work under pressure at times, assess priorities and be able to meet deadlines.
7. Ability to organise and prioritise own workload, without supervision. Use own initiative.
8. Excellent organisational skills.
9. Demonstrable experience in Microsoft office packages (Word, Excel, Publisher) and management information systems /databases
10. Good clerical skills.
11. Experience of clerical/administrative duties including filing, record keeping etc.
12. The ability to work as part of a team
13. The ability to work under own initiative when necessary prioritise workloads and to meet deadlines.

- 14. The ability to communicate effectively with people on all levels in a professional, friendly and approachable manner.
- 15. A polite and professional telephone manner.
- 16. A keen eye for detail and experience of producing work of a high standard of quality and accuracy
- 17. Ability to function effectively in an environment in which interruptions take place.
- 18. Possess a good standard of education and written English.

Candidates are advised to respond to these specifications in their personal statement of application.

Carers Resource,
 Thicketford Centre,
 Thicketford Road
 Bolton
 BL2 2LW
 01204 386696

EMPLOYMENT APPLICATION FORM

Post Applied for: _-----

Where did you see the post advertised? -----

PERSONAL DETAILS – Please complete all section in BLACK ink or type.

Given Name -----

Surname -----

Address -----

Post Code -----

Telephone -----

Fax -----

E-mail -----

EDUCATION AND QUALIFICATIONS

Starting with the most recent, give details of

- relevant professional or vocational qualifications
- graduate and post graduate educational qualifications
- Secondary educational qualifications (eg A-levels or GCSEs) only if you have no higher level *educational* requirements

Level of award eg degree, diploma, A-level	Subject	Grade or class awarded	Date awarded

EMPLOYMENT HISTORY

Please give details of all employment undertaken in the last 10 years in date order starting with the most recent. Any gaps should be explained. If employment prior to 10 years is directly relevant to this application please feel free to give details.

Current or latest salary:

Organisation	From-To	Job Title	Brief Description of Duties

Please continue on a separate sheet if necessary

Supporting Information Paying careful attention to the Job Description and Person Specification for the post you are applying please explain why you feel you are suitable for this position and what you could contribute to our organisation. Whether you are selected for interview will depend on the extent to which you address each of the requirements contained in the Person Specification. Where you do not have direct experience of a specific task, please explain why you think you could undertake this part of the job

Please continue on a separate sheet if necessary – maximum of two sides A4 should be used

REFEREES-

Please give details of two people willing to act as referees for you. They cannot be family members and one of these should be your current or most recent employer.

Name -----	Name -----
Title -----	Title -----
Address ----- -----	Address ----- -----
-----	-----
Telephone -----	Telephone -----
Email-----	Email -----

Can we contact your referees before interview: YES / NO (delete as appropriate)

SPECIAL REQUIREMENTS

Do you require a special permit to work in the UK? YES/NO

If you are selected for interview, are there any special arrangements you would like us to make?

EQUAL OPPORTUNITIES MONITORING

Please complete the Equal Opportunity Monitoring Form enclosed with your application. This will be detached from your application before shortlisting and the information given is used solely for monitoring purposes. Thank you.

SIGNATURE

I confirm that the information contained in this application is true and accurate and I understand that any employment offered to me may be terminated in the event that misleading or incorrect information is given or material information not disclosed in my application is discovered at a later date.

Signature

Date

OFFICE USE ONLY

Shortlisted Officer	YES/NO	Appointed	YES/NO	Appointing
Offered	YES/NO	Category Code(s)		
Attended	YES/NO	References Recd	YES/NO	

When completed, please return this form to:
Alison Lowe
The Dementia Support Group,
Carers Resource,
Thicketford Centre,
Thicketford Road,
BOLTON.
BL2 2LW

