**JOB DESCRIPTION**

**Post Holder:**

**Job Title**: Administrator

**Reports to:** The Senior Leadership Team

**Employer**: FACES Bedford

**Based at:** 147 Church Lane, Bedford, MK41 0PW

**Hours of work**: 25 hours/week

**Salary:** £22,000 - £24,000 FTE per annum (pro rata)

**Background Information:**

**FACES**(**F**amily **a**nd **C**hildren's **E**arly-help **S**ervices) is a well-established local charity offering practical and emotional support to families under stress.

We do this by recruiting and training volunteers who work alongside one of our Practitioners in delivering a unique menu of tailored services directly to a family, in their own home.

**Key Responsibilities:**

* To provide administrative support to the FACES team, involving daily contact with families, volunteers and professionals.
* Undertaking reception duties.
* To attend relevant and appropriate training.
* To support finance officer on ISO 9001 quality management systems and work with the quality sub group to meet the required standards.
* Dealing with administrative duties relating to volunteers.
* Communicating via phone and email, preparing letters, reports and newsletters.
* Maintaining office inventory.
* Assisting with the organising/planning of events.
* Assisting with hospitality for visitors to the office.
* Promotion of the organisation on social media sites.

**Other Information**:

* The post holder is expected to work within the ethos of FACES Bedford and have high standards of practice. The need to respect confidentiality is paramount, as is a mature and flexible approach to the work.
* The post holder is expected to undertake any other duties, which may be required within the nature of the duties and responsibilities of the post as described above.
* All posts at FACES Bedford are subject to funding.

This post is classed as having a high degree of contact with children or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. Employment to this post will be subject to an enhanced criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions. You are also required to confirm whether anyone in your household is disqualified from working with children and vulnerable adults.

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