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**JOB DESCRIPTION**

**Department/Division:** Birmingham Community Deaf Healthy Champions Project

**Job Title: Support /** Administrator

**Location:** Birmingham

**Grade:** 15 hours

**Accountable to:** Team Leader

**Overall Purpose of the Job**

Working within the Deaf Healthy Champions Project to provide administration support.

To support the team in collating monitoring information required by project funders via a monitoring database

**Principal Accountabilities**

1. To support the team to deal with incoming enquiries related to the Deaf Healthy Champions Project.
2. Work alongside the Team Leader / Project Manager to collate feedback and demographic information for all members attending groups and activities within this project.
3. Support the Team Leader in preparing documents and materials related to activities and group sessions throughout the project.
4. To support the team to promote our project by liaising with our Marketing and social media team to distribute printed materials, posts on social media and updating our website.
5. Prepare, print, email, scan and store documents and to maintain electronic filing systems, adhering to data protection and confidentiality.
6. Support the Team Leader in collating case studies and feedback received by the team across the project.
7. Utilise IT and effectively operate Microsoft: Word, Excel, Outlook and Access.
8. When required, take responsibility for taking minutes during team meetings and internal/external meetings.
9. Undertake general administration tasks required within the team.
10. Improve skills and knowledge by participating in personal development, attending appropriate training courses and attending regular supervision as requested by the Volunteering and Community Manager.
11. Promote the organisation and services in a positive manner and work in accordance with the BID mission statement and core values: Caring – Trusted – Professional – Empowering- Supportive.
12. Work in accordance with BID’s Equality, Diversity and Inclusion Policy and have a willingness to promote the policy within all aspects of work
13. Work in accordance with other organisational policies with emphasis on adhering to BID’s Safeguarding procedures, Health and Safety policy including risk assessment and risk management practices, and Information Security/GDPR.
14. Be committed to the organisations environmental standards to minimise damage to the environment and work towards achieving good sustainable practices.
15. Undertake any other duties as may be required within the scope of the post and participate as necessary in corporate initiatives and projects.

**Confirmation of Agreement**

I have read, understood and agree to the above terms and conditions of my job description.

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**PERSON SPECIFICATION**

**Department/Division:** Birmingham Community – Deaf Healthy Champions Project

**Role/Job Title:** Support / Administrator

Method of assessment: ‘AF’ = application form, ‘I’ = interview, ‘T’ = test, ‘P’ = presentation and ‘E’ = exercise

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| Knowledge | | | |
| **Essential** | | **Desirable** | |
| AF/I | Of technology and software including Microsoft Outlook, Excel, Word, Access | AF/I | Of people with a sensory disability Deaf, hard of hearing and other disabilities |
| AF/I | Understanding of equality, diversity and inclusion | AF/I | Of legislation and best practice related volunteering |
| AF/I | Knowledge and commitment to safeguarding and applying safeguarding procedures | AF/I | Of best practice related to community services |
| AF/I | Knowledge and commitment to health and safety and risk assessment |  |  |
| AF/I | Knowledge and commitment to Data Protection and GDPR regulations |  |  |

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| Skills | | | |
| **Essential** | | **Desirable** | |
| AF/I | Effective communication skills | AF/I | BSL skills |
| AF/I | Organised and able to use initiative |  |  |
| AF/I | Able to maintain accurate records with an attention to detail |  |  |
| AF/I | IT and administration skills |  |  |
| AF/I | Able to take accurate notes |  |  |
| AF/I | Able to maintain confidentiality |  |  |

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| Experience | | | |
| **Essential** | | **Desirable** | |
| AF/I | Of providing administration to a diverse team/service |  |  |
| AF/I | Of maintaining accurate records and systems |  |  |

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| Personal Qualities | | | |
| **Essential** | | **Desirable** | |
| AF/I | Able to identify with and demonstrate BID’s core values in all areas of work |  |  |
| AF/I | To be reliable, punctual, motivated and organised |  |  |
| AF/I | Flexible and positive attitude |  |  |
| AF/I | To be approachable and willing to work as part of a team |  |  |

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| Qualifications | | | |
| **Essential** | | **Desirable** | |
| AF | English and Math qualification | AF | BSL qualification |
| AF | IT qualification |  |  |

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| Circumstances | | | |
| **Essential** | | **Desirable** | |
| AF/I | Completion of an enhanced DBS |  |  |
| AF/I | Willingness to attend and complete any training required for the role |  |  |
| AF/I | Ability to work flexible hours as dictated by the needs of the role |  |  |
| AF/I | Willingness to travel across the West Midlands |  |  |