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| GCA_Logo_2016_500px | Glasgow Council on Alcohol 14 North Claremont Street,  Glasgow G3 7LE 0141 353 1800 |

**JOB DESCRIPTION**

**JOB TITLE:** Community Justice Administrator

**JOB GRADE/SALARY:** £16,477 - £17,156 pro rata

**HOURS**: 14 hours, on a flexible working basis, worked between Mondays – Friday with occasional weekend working. The post is fixed term until 31 March 2020.

**LOCATION**: The post holder will be primarily located at GCA Head Office in North Claremont Street however will be required to work across GCA locations.

**MAIN FUNCTION / RESPONSIBILITY:**

The post holder will primarily be required to provide a variety of administrative services to assist with the delivery of the Community Justice Service (CJS) but will also provide professional support to other services within GCA.

**REPORTING RELATIONSHIPS:**

The Community Justice Administrator will report to the Community Justice Service Coordinator.

**KEY RESULT AREAS:**

* provide variety of administrative services to the CJS in a sensitive, and a pro-active manner
* support the work and development of CJS via written, oral or face to face communications

**MAIN DUTIES**

* Project data management
* Co-ordinate systems for managing sensitive information, client details
* Provide analysis/data collection for reports
* Manage the administration of the IT system to ensure information remains accurate
* Co-ordinate, update staff/volunteer diaries, preparing and collating data reports
* Co-ordinate regular communications with statutory and third sector partners on service development, news, client related queries
* Assist in risk assessments, safety planning and information security within the office base and other settings utilised by CJS
* Gather statistical information and other intelligence to support the performance management aspects of CJS
* Provide additional support to mentors who are carrying out activities or tasks for CJS assisting with IT, telephones, finance, and activity organisation
* Keep accounts and financial records to support the ongoing development and accountability of CJS
* Work in partnership with other relevant agencies on behalf of CJS to help assist in monitoring their support pathway
* Co-ordinate regular communications with statutory and third sector partners on service development, news, client related queries
* Provide a point of contact in the absence of the named staff member, to facilitate appointments/maintain contact/ongoing support
* Accurately receive, process and activate referrals from partner agencies
* Plan and co-ordinate themed partner and/or public events and opportunities for training/information sharing
* Enter data into online outcome monitoring systems such as Outcome Star and VIEWS
* To provide clerical and administrative support to GCA, including competent use of Microsoft Word, Excel and Access, general filing and operation of office systems. To answer telephone calls, take accurate messages and pass to the appropriate person

**In order to get the best possible candidates for this post we are keen to consider a variety of different types of qualifications with a heavy emphasis on Administration, Co-ordination, Accounts & Finance, Office Management and Community Justice.**

**PERSON SPECIFICATION**

**Community Justice Administrator**

**E = Essential D = Desirable**

**QUALIFICATIONS**

* + Office Administration / IT E
  + Standard Grade English E

**SKILLS**

* + Computer literacy E
  + Good written and verbal communication skills E
  + Time management skills E
  + Interpersonal skills E
  + Team Working E
  + Attention to detail E

**EXPERIENCE OF**

* + Office administration in small / medium sized organisation D
  + Experience of databases especially Microsoft Access relational

databases with emphasis on development , querying and reporting D

* + Data processing / entry D
  + Volunteering / working in voluntary sector D
  + Working effectively within a team D
  + Experience of providing support and information to vulnerable

People D

**KNOWLEDGE OF**

* + Microsoft Word, Excel and Outlook E
  + Microsoft Access D
  + Office Systems D
  + Outcome Star D
  + VIEWS D
  + Community Justice D
  + Data analysis / research tools D
  + SPSS D

**PERSONAL ATTRIBUTES**

* + Well organised E
  + Focussed on accuracy E
  + Enthusiastic E
  + Commitment to Team Working E
  + Professional attitude E
  + Self directed / proactive E

**How to Apply**

Please complete the application form and return to [recruitment@glasgowcouncilonalcohol.org](mailto:recruitment@glasgowcouncilonalcohol.org)