

Home-Start is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults



## Job Description Administrator

**Salary:** £24,479 per annum for full time 35 hour working week

**Employer:** Home-Start Edinburgh

**Accountability:** Chief Executive, Home-Start Edinburgh

**Direct Reports:** None

### **Purpose of the job:**

The Administrator is responsible for the general administration of Home-Start Edinburgh, data entry, support to deliver services and general office duties. It is an integral part of our team that helps support babies, children & families across Edinburgh.

### **Main Responsibilities**

#### **General Administration (40%)**

- Contribute to the effective day to day operation of Home-Start in accordance with the Home-Start Memorandum & Articles of Association, Home-Start, Standards & Methods of Practice, Home-Start Agreement and Quality Assurance Standards.
- Comply with the organisation's policies, procedures, administration, monitoring and financial systems
- Oversee mailbox management, initial inquiries and other frontline communication activities
- Administratively support activities across the organisation as required (for example, managing room and creche bookings, supporting event management, supporting recruitment processes when occurring)

#### **Volunteer support (20%)**

- Oversee the administration of the volunteer onboarding process, supporting staff to recruit and train volunteers
- Provide administrative support to volunteer training and maintaining volunteer records
- Support volunteer support and recognition activities

#### **Group Work support (20%)**

- Oversee the administration our group work programme, including booking rooms
- Provide administrative support to our group work activities, including data entry of evaluation forms and attendance records
- Liaise with creche providers or staff internally to ensure childcare is available for groups as required, in co-ordination with the Group Work Co-ordinators

#### **Supporting the Work of the Organisation (10%)**

- Promote Home-Start Edinburgh at events
- Network appropriately within the community to ensure knowledge of supports available to families

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- Undertake joint work with other local Home-Start and partner agencies to promote our organisation
- Support the review and implementation of all Home-Start's policies and procedures
- Contribute to the development of Home-Start regionally and nationally

**Working as part of a team (10%)**

- Working with the team to deliver the operational plan each year
- Attend Support & Supervision, annual reviews and other professional development and support activities
- Contributing to the effective day to day management of the service
- Attend team meetings and planning days
- Work flexibly with colleagues to provide a joined up and consistent service

This job description is not exhaustive; the post holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the post as detailed above.