

Parent Carer Forum Administrator

Salary: £10.20 per hour (£19,890 Pro Rata)

Hours: 12 hours per week (Flexible work pattern possible with additional hours worked in term time used for TOIL during school holidays)

Contract duration: 1st September 2020 – 31st August 2021 (potential to extend subject to funding)

Job Description

PURPOSE:

This post is employed by Active Impact to ensure the efficient administration of all elements of the forum's business supporting parent carers to participate in the development of services for disabled children and their families and to be the voice of parent carers in Gloucestershire. It is planned that after the initial development phase the forum will become independent this will include the transfer of all staff employment responsibilities.

RESPONSIBILITIES:

1. To administer the daily business of the forum including membership database, newsletters and other correspondence, booking committee meetings and arranging for representatives to attend various meetings.
2. To attend committee meetings and take the minutes and any other record required by the business of the meeting.

3. To manage incoming emails, phone calls and post and be a friendly point of contact for forum members.
4. To support the Forum Coordinator in managing and recording all the forum's financial transactions including tracking spending against agreed budgets and jointly preparing a report for the grant managers (Contact on behalf of the DfE) and setting up and managing a new bank account.
5. To provide monthly records of expenses and/or remuneration due to committee members and representatives to enable claims to be paid.
6. To hold and administer all personal data held in relation to the effective running of the Parent Carer Forum, the administration of events and other activities securely and ensure it is updated in a manner that complies with Active Impact's Data Protection Policy and the Data Protection Act 2018.
7. To travel within the county to attend some wider forum meetings to welcome Parent Carers and collect feedback.
8. To provide other administrative support to the Forum Coordinator and committee as required.
9. To work with members of the Active Impact team to ensure good communication and a positive, collaborative working environment.
10. To understand and apply Active Impact's policies and demonstrate a commitment to the principles of inclusive practice across all areas of work.

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PERSONAL SPECIFICATION

In general, the post of Parent Carer Forum Administrator requires an orderly and business-like approach to organisation administration combined with an approachable manner that facilitates effective support of the forum's members and activities.

Qualifications:

Essential -

- Educated to GCSE level in Mathematics and English to Grade C or above (or equivalent)

Desirable -

- NVQ3 in Business Administration or appropriate equivalent qualification/experience

Experience:

- Previous administration experience, ideally in voluntary sector.
- Use of mail chimp or similar email newsletter systems.
- Budget/record keeping experience using Excel, Quickbooks or similar.
- Familiar with creating managing effective systems that stand alone and inter-relate.

Skills and attributes:

- Computer literate – Word, e-mail, spreadsheets, email
- Social media account management e.g. Facebook, Instagram, Mailchimp
- Exceptionally well organised
- Comfortable working with others and also able to work independently
- Friendly and efficient telephone, face to face and email style
- Literate and numerate
- Ability to get to a variety of places around Gloucestershire
- Thoughtful and creative administrator, not 'mechanical'