

Job Description – Senior Administrator

Location	Cancer Support Yorkshire, Daisy House Farm, 44 Smith Lane, Bradford BD9 6DA.
Post	Senior Administrator
Salary	Scale 4 £19,059 - £20,746 + Pension 6% Pro Rata
Hours	PT 8 hours per week
Annual Leave	27 days plus Statutory Bank Holidays Pro Rata
Accountable to	Executive Director
Responsible for	N/A

Main Duties and Responsibilities

1.	Supporting ED with administrative work as and when required.
2.	Calculating annual leave entitlement for new and existing staff.
3.	Ensuring all annual leave records are up to date and information gathered and authorised as per annual leave policy.
4.	Ensuring sickness absence information is filed within employee files, that accounts are informed, and that back to work interviews have been completed. Including highlighting to managers where any trigger points have been reached.
5.	Issuing letters of engagement and employee contracts to new employees. Ensuring that IT are aware of start date, and that log in to appropriate computer software has been arranged.
6.	Co-ordinating admin and paperwork with regards to recruitment, including adverts, and interview scheduling.
7.	Ordering badges for new volunteers and employees.
8.	Ensuring that DBS checks are completed for new staff.
9.	Filing all information appropriately either manually or within computer generated folders.
10.	Helping to move the pattern of Data and Information handling to paperless wherever practicable.
11.	Responsible as a central point for external purchases for the organisation.
12.	Supporting organisation of Trustee Board meetings, by ensuring that all papers are prepared and emailed timeously.
13.	Providing reports for Trustees as and when required, by co-ordinating with specialists within the organisation.
14.	Minuting Board meetings as required.
15.	Any other tasks that may be reasonably asked of you by the ED.

Requirements of the Post

1.	Maintain confidentiality at all times.
2.	Undertake any training and development required by Cancer Support Yorkshire.
3.	Maintain a working knowledge of all Cancer Support Yorkshires policies and procedures.
4.	Participate in the annual performance review programme.
5.	Ensure that all duties are carried out in line with appropriate Health and Safety legislation, guidance and procedures at all times.
6.	A commitment to the mission and vision of Cancer Support Yorkshire.
7.	Commitment to and compliance with the Equality Act 2010.
8.	To work within Cancer Support Yorkshires policies and procedures at all times.
9.	Eligibility to work in the UK.
10.	Complete an enhanced DBS check.
11.	Ability to work flexibly within the 8 hours.

Person Specification – Senior Administrator

	Essential	Desirable	Identified by Application Form. Interview. Exercise.
Skills & Attributes			
A positive and proactive attitude.	X		AF & I
Well organised with a flair for and experience of administration within an organisation.	X		AF, I & E
Excellent interpersonal and communication skills (Both verbal and written).	X		AF & I
Hard working and a team player.	X		AF & I
A knowledge of and commitment to working within a confidential environment in line with Data Protection and GDPR Regulations.	X		AF & I
Excellent IT and organisational skills.	X		AF, I & E
Experience of working in a partial or complete paperless environment.	X		AF & I
A methodical approach to working practices.	X		AF, I & E
A focused attitude to challenges.	X		AF & I
Able to work on own initiative.	X		AF & I
An eye for detail and accuracy.	X		AF, I & E
Ability to interpret and use data.	X		AF, I & E
Ability to communicate at all levels, including staff, managers, volunteers and Trustees.	X		AF & I
Knowledge			
An excellent understanding of IT and office systems, including paper and computer files.	X		AF & I
Knowledge of Data retention, The Data Protection Act 1998 and the General Data Protection Regulations 2018 and the Equality Act 2010.	X		AF & I
An excellent knowledge of internal and external customer care.	X		AF & I
An excellent knowledge of business administration and organisation.	X		AF & I
An understanding of the issues around living well with Cancer.	X		AF & I
Qualifications			
GCSE / Level 2 English or equivalent.	X		AF
Qualification in Administration at level 2.		X	AF
Qualification in Customer Service at level 2 or above		X	AF

	Essential	Desirable	Identified by Application Form. Interview. Exercise.
Experience			
Working with staff as part of a team.	X		AF & I
Experience of communicating with individuals at all levels of an organisation, including clients, volunteers, staff and Trustees.	X		AF & I
Providing, information, data and administrative services in a busy and challenging environment.	X		AF & I
Use of computer databases.	X		AF & I
Working in or knowledge of charitable organisations.	X		AF & I