

Job description

Job title	Health for Life Administrator
Responsible to	Team Leader, Health for Life
Location	Harvey's Barn, Park End, Swaffham Bulbeck
Salary	£13,888, pro rata
Contract	Permanent
Hours of work	10 hours per week, term time only, 39 weeks, plus 4.2 weeks holiday pay, pro rata

Main purpose

To provide administrative support to the Team Leader and Development Officers of the Health for Life service and to be the first point of contact for all client referrals to the service

Task and responsibilities

- To deal with all correspondence and telephone enquiries
- To support the recruitment of volunteers to the service
- Maintain client and volunteer database records and statistics
- Update and maintain filing systems
- To assist the Team Leader in the set up of new systems and checklists
- Updating fliers for clubs and HfL literature
- Sending progress reports to referrers when required
- Taking minutes of meetings
- Any other tasks reasonably requested by the Team Leader

Person specification

Skills, knowledge and experience	(E) = Essential (D) = Desirable
Experience	
Record keeping and filing	(E)
Taking and producing minutes	(D)
Experience of working with volunteers	(D)
Experience of working in health and social care sectors	(D)
Skills	
Good communication skills, both written and oral	(E)
Excellent IT skills, in Outlook, Word, Excel and/or Access	(E)
Ability to work in a team, and independently	(E)
Excellent time management	(E)
Ability to prioritise, and use own initiative	(E)
Ability to meet deadlines	(E)
Knowledge	
Understanding of community inclusion	(D)
Understanding of mental illness	(D)
Patience, and a good sense of humour	(E)
Knowledge of the voluntary sector	(D)
Other	
Commitment to equal opportunities	(E)
Flexible, co-operative and dependable	(E)
Car owner and driver	(D)