

Job title: Covid 19 Project Administrator
Salary: £30,012 pa
Hours: Full Time (35 hours per week)
Location: Home Based and Westminster, 18 Smith Square, London
Contract duration: Fixed Term to 31/2/2021
Closing Date: 5pm, 10th December 2020
Responsible to: Resources Manager

Job description

Job purpose:

1. To provide a range of administrative support for ADASS during a peak of increased work responding to coronavirus
2. To support the ADASS in managing daily and weekly communications, newsletters and publications.
3. To gather and collate financial and activity returns for submission to the funders (DHSC).
4. To deliver an effective business support service to ADASS, including our trustees, members and staff.
5. To support virtual seminars and events.
6. To be a first point of contact for members, partners and the public, either via email, the website, in person or on the phone.

Administrative support

1. Organise and support meetings for ADASS staff, Regional Chairs and leads, including assisting with forward planning, diary coordination, distributing papers and minute taking. These meetings are often high level and involve partner organisations, civil servants or Government Ministers.
2. Utilise the existing membership record keeping systems, using ADASS customer relations management software, Microsoft Outlook, Survey Monkey, the ADASS website and other systems to support the delivery of the Covid 19 programme.
3. Chase and maintain records of national and regional activity and expenditure on the programme. Support and draw together activity, issues and progress logs.
4. Organise and deliver communications to ADASS members and on members' behalf as necessary. This includes daily and weekly bulletins and ad hoc membership communications as and when they arise.
5. Contribute to managing the team's Outlook accounts ensuring a professional and efficient response is given to those contacting the charity and ensuring robust cover arrangements are in place to cover absences.
6. Provide signposting and information to members of the public and act as first point of contact for all internal and, if necessary, public and press enquiries to ADASS.

7. Prepare and ensure the distribution of correspondence for ADASS Staff, Trustees and members, as required.
8. Maintain information systems and office procedures for ADASS projects.
9. Collate information for use in preparing reports, programmes, publications, articles, blogs and other documents.
10. Work with finance and events colleagues to ensure financial customer and supplier contact information is accurate and up to date.
11. Occasionally deputise for colleagues at meetings and events.
12. Act as an initial point of contact for internal and external enquiries from members, staff and other partners for which administration is being provided. Respond to or refer enquiries as appropriate.

Administrative Support

1. Provide support and cover for other ADASS administrators as needed.
2. Provide support and cover for other ADASS administrators at times of peak workload. This will include administrative and logistical support, including attendance, for the Executive Council and Trustee meetings, Spring Seminar, the National Children's and Adults Services Conference and other events. Other peak times include, but are not limited to, membership renewal, financial year end and recruitment exercises.

Other duties

1. Promote and adhere to the Association's Equality and Diversity policy in all activities and actively promote equality of opportunity wherever possible.
2. Be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant legislative directives.
3. Work in accordance with the Data Protection Act, General Data Protection Regulations and any other data protection and intellectual property legislation.
4. Be aware of, comply with and contribute to the development and review of the ADASS Code of Conduct and other ADASS policies.
5. Undertake such other duties as may be reasonably expected.
6. Commitment to ADASS's values and charitable objectives.

Person Specification

Applicants for this post must be able to demonstrate the following knowledge, skills and experience.

Qualifications and Experience

1. A good knowledge of project and office systems and procedures which has been gained from at least two years' previous administrative experience.
2. Experience of arranging high level meetings, events and seminars.
3. Experience of producing a high standard of written work including records of meetings, PowerPoints, reports, emails and letters.
4. Experience of successfully working at pace and on multiple activities.

Skills and Abilities

1. Good IT skills, including well developed ability to use Word, Excel, PowerPoint, Access and Outlook. The ability or aptitude to undertake intranet/electronic publishing input.
2. Experienced in using email systems such as Mailchimp, as well as online survey development systems such as Survey Monkey.
3. Experienced with customer relationship management systems (such as Salesforce) and content management systems (such as Wordpress).
4. Good oral and written communications skills.
5. Excellent organisational abilities, including the ability to take initiatives, prioritise your own work to meet deadlines and project milestones, and a concern for order and accuracy.
6. Good interpersonal skills, particularly the ability to deal effectively and courteously with staff, members, senior people, visitors and partner organisations in order to provide a good level of customer care and partnership working.
7. Self-motivated, positive thinker with a 'can-do' attitude.
8. Good numeracy skills.

Knowledge

1. An understanding of the role of ADASS and work carried out, or the ability to quickly acquire this understanding.

Personal Characteristics

1. Ability to work as part of a team and a flexible approach in order to adapt to changing project and work requirements.
2. Tact and sensitivity in progress chasing and dealing with difficult queries.
3. Understanding of political sensitivities.

How to Apply

Please follow this [link](#) to apply. For more information or to chat about the role, please contact [Julie Boulting-Hodge](#)

ADASS has a positive approach to achieving a diverse workforce and welcomes applications from all sectors of the community.