**Administration Officer/Grants Administrator**

**Role Description**

**Position:** Administration Officer/Grants Administrator

**Reports To:** Business and Administration Manager

**Salary** £24,611 – £26,385 per annum (pro rata)

**Area:** Derbyshire/Nottinghamshire

**Base:** Head Office, 3 Park Road, Ripley, Derbyshire, DE5 3EF

**Contract Length:** One year contract with possible extension

**Hours:** 21.5 hours

**Overall Objective:**

Provides responsive and up to date administrative and communications support to the Business and Administration Manager, other Managers, employees, and members of Derbyshire Carers Association. Supports the Finance Manager with invoicing and data entry on SAGE.

**Main Responsibilities:**

* Supporting Payroll and Finance, uploading invoices and payments onto SAGE software.
* Offering support to general visitor enquiries.
* Manage correspondence and enquires as required using the CRM system (Charity Log) and other appropriate means.
* Processing annual leave, including creating and issuing spreadsheets for the next financial year. Assisting with implementation and management of BREATHE software.
* Recording all incoming and outgoing post and take outgoing post to the post office. Distribution of incoming post, including to remote workers.
* Administering Personnel files and information required/kept, including creating DBS applications for new and existing staff.
* Providing support to wider admin team by processing inbound website referrals during busy/holiday periods.
* Minute taking for board, team and one to one meetings as and when required.
* Providing assistance to staff with general Office, Outlook, and IT queries.
* Recording compliments and complaints.
* Banking of donations, including counting collection tins.
* Maintaining equipment schedule and supporting Finance Manager with asset register.
* Monitoring office supplies and ordering all items required – Sundries/IT equipment/events and activities etc, ensuring value for money.
* Taking bookings for events and meetings.
* Proactively working with others to identify opportunities for continuous improvement of services and systems.
* Proactively identifying and acting to mitigate Health and Safety risks, and maintaining the COSHH register.
* Demonstrating initiative and drive and taking personal responsibility to make things happen.
* Administering specific short term projects.
* Positively engaging with and welcoming further training and development.
* Processing Personal Budgets
* Processing Carers Trust grants
* Prepare CAs for panel
* Send CAs to Derbyshire County Council
* Liaise with Derbyshire County Council re changes/queries etc
* Work on switchboard as and when required

To undertake other reasonable duties associated to the role. In addition to your normal duties, due to the fact that DCA is a small organisation, you will be required to undertake other duties from time to time as the Charity may reasonably require.

Job descriptions may be reviewed from time to time to take into account the changing circumstances and developments of the Charity, following discussion with the post holder

**Person Specification:**

[List the skills, qualifications, personal qualities and additional requirements necessary for the role. These can be defined as either ‘essential’ or ‘desirable’.]

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| **Attributes** | | **E/D** |
| **General** | * Evidence of understanding the needs of Carers and the pressures they face. * Evidence of ability to effectively use IT including using Word, Excel, Database systems, e-mail and the internet. | E  E |
| **Qualifications and Training** | * *A range of GCSEs A\* to G or equivalent* * Qualification in Business Administration equivalent to NVQ level 2 | E  D |
| **Experience** | * 2+ years' experience working in an office environment. | E |
| **Knowledge, skills and abilities** | * *Communication skills* * *Time management skills* * *The ability to work independently and as part of a team* | E  D  E |
| **Personal Qualities** | * *A helpful and friendly approach, Ability to demonstrate empathy and compassion.* * *A caring nature* * *Dedicated and committed.* * *Good organisational skills* | E  D  D  E |

**Additional requirements:**

**Safeguarding:**

DCA is committed to the safeguarding and protection of young people, vulnerable adults and children. Employment will be subject to the receipt of two satisfactory professional references, and [an enhanced DBS certificate where necessary].