

Job Description - Administrator

Job Title:	Administrator
Salary:	£24,570 Pro Rata
Employer:	Nurture the Borders
Hours of Work:	8 hours per week
Contract Type:	Fixed Term until 30 th April 2026
Responsible to:	Head of Services

Purpose of the job

To provide an efficient administrative support service within Nurture the Borders

Main Responsibilities

- Act as first point of contact for people contacting the office by telephone, email or in person
- General office duties including emailing, photocopying, calendar management, filing and mailing
- Monitor and maintain supplies of stationery and office sundries
- Assist with hospitality for visitors to the office
- Process referrals from professionals or families requesting support
- Provide administrative support to assist in the recruitment, training and support of volunteers
- Provide administrative support for groups, classes and events
- Maintain accurate and confidential records using spreadsheets, CRM system (Podio) and paper-based files, in accordance with our GDPR Policy
- Provide data and statistics for reports and funding applications
- Organise and manage storage of documents
- Work with staff to review procedures and paperwork on an ongoing basis
- Assist with creating social media content/publicity material and newsletters
- Social media accounts management, including scheduling posts, responding to DMs etc
- Support events and meetings as required
- Take minutes at meetings
- Organise staff and volunteer rotas
- Provide administrative support to the Head of Service and Staff team
- Keep the office tidy and organised
- Work with all other members of the team to ensure good safeguarding practice in all aspects of the scheme's work
- Ensure good communication with all scheme stakeholders, ensuring good practice in equality, diversity and fairness
- Comply with all Nurture the Borders policies and procedures
- Participate in ongoing training

The post holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the post as detailed above.

This job description is current as of August 2024.

Nurture the Borders is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults.