



JOB DESCRIPTION

Administrator – TLA Beacon Community Team

Temp 6 months contract

1. Purpose of the job

To provide administration support to Beacon Dispersed scheme.

2. Reporting and working relationships

The post holder will report to the Scheme Manager and will work alongside colleagues within the team and key stakeholders.

3. Salary

£23,937.67 per annum, pro rata for part time

(actual salary for 15 hours = £9,704.46)

4. Hours

15 hours, other hours are negotiable.

5. Location

TLA's agile working policy applies to this post however it will be office based at Photon House, Percy St, Armley, Leeds, LS12 1EL with some home working to be agreed with the line manager.

6. Role Responsibilities

- Responsibility for providing administrative services in a confidential and sensitive manner.
- To be involved in the implementation of new technology, this may include training of others and be a key partner in progressing Beacon IT use
- To assist with receiving and sorting post
- To assist Beacon colleagues in collating relevant data and reports
- To monitor the shared email in box, shared teams' channel, and office answerphone.
- To take minutes and assist in coordinating and organising meetings for the team
- To assist with data collection and input onto relevant systems
- To support the team with the administration tasks associated with the role.
- To be aware of and promote health and safety issues.
- To provide a reception service to Beacon community teams

- Other administration tasks may include general business admin needs across the organisation.
- To assist with reception duty duties and ensure the safety of all team members.
- To assist with admin duties associated with Admissions and discharges.
- To assist with petty cash and finance duties
- To assist the wider Beacon team as appropriate
- To arrange and minutes professionals' meetings where appropriate
- To assist with the publication of client letters, newsletter, and other material
- Any other duties as relevant to the post

7. Skills

Essential

- Confidence in using Microsoft Office packages e.g., word, PowerPoint, excel and outlook.
- Effectively utilising 365 packages including Forms and SharePoint
- Attention to detail in work carried out.
- Organised and able to work under pressure, effectively prioritise work and meet tight deadlines.
- Ability to present information or data in a professional and understandable way appropriate to the audience.
- Ability to communicate effectively in writing and verbally with groups and on a one-to-one basis.
- Strong organisational skills
- Excellent communication skills and ability to communicate with a wide range of people.
- Excellent teamwork skills

8. Experience

Essential

- Microsoft Office packages e.g., word, PowerPoint, excel and outlook
- Office 365 packages including SharePoint.
- Experience of administrator duties
- Experience of working as part of a team

Desirable

- Analysing/producing relevant data for example on excel
- Minute taking and meeting organisational skills

9. General

- To commit to Beacon values

- Understand, establish and be committed to professional boundaries.
- Committed to own learning and development and new ways of working.
- To take part in any course, seminar, conference / learning activity as required
- To attend regular and planned supervision

TLA requires applicants to disclose all criminal convictions and cautions; no matter how long ago they occurred and regardless of whether the offences were committed as a juvenile or adult, including any overseas cautions or convictions. The organisation undertakes an Enhanced Disclosure and Barring Service (DBS) check for all successful candidates and a confirmed offer of employment is dependent on a satisfactory response from the DBS.