



Sunshine Children's Centre Charity

Watford & Surrounding Areas

Charity registration number - 1126230

www.sunshinecharity.com

Job Description

Volunteer Office Administrator

Job Purpose

To support the Chief Executive Officer for Sunshine Children's Centre Charity (1126230), covering Watford and surrounding areas that is accountable through the Charity Board of Trustees.

The successful candidate will undertake the following functions:

Description of duties

- Maintain reception/intercom/telephone duties for the Sunshine Children's Centre Charity based at 83 Market Street, Watford WD18 0PT. To handle telephone calls and visitors from our community.
- Welcome and greet all visitors, tutors, students and children informing and signposting when appropriate.
- Manage room bookings for the Market Street site and liaising with the other partners throughout the community (particularly the "Parents into Work" partners).
- Liaise and communicate with service users and service providers where directed by the Chief Executive Officer.
- Working alongside the Chief Executive Officer, to ensure the smooth operation of joint projects.
- Corresponding with partners and interested individuals and professionals connected with the work of parents, carers and children of all ages.
- Maintain a purchase order book, accident log book and other records.
- Liaise with other administration centres within our community to ensure the smooth operation of joint projects, as directed by the Chief Executive Officer
- Take minutes of meetings, word process and once approved distribute by post and email.

- Use a range of software to write, produce and enter information and data.
- Respond to emails and all other correspondence; open Sunshine Children's Centre Charity post.
- Organise Day Trips using the charity mini-bus (planning with CEO & Parents)
- Use effective filing systems.
- Making contact with families, users and potential users (parents and carers) to provide information about services available and promoting developed and planned activities within the community.
- Act as an initial point of contact in the absence of other office admin staff.
- Giving directions (signposting) parents to other organisations and activities within our community if the charity does not provide the required services.
- Ensure the Market Street site is maintained safely for children, parents, staff and users of the centre.
- To sign and abide by the Confidentiality Agreement, respecting client and families' privacy.
- To adopt and fully promote the visions for Sunshine Children's Centre Charity.

Equality & Diversity

- Understand and value the diversity of the communities served by Sunshine Children's Centre Charity.
- Ensure that the Centre provides equality of access to opportunities to learn and develop for all children and families.

CRIMINAL RECORDS BUREAU

- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal Records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

ADDITIONAL INFORMATION

- The post is PART TIME & voluntary; volunteers are registered and supported through Sunshine children's Centre Charity (www.sunshinecharity.com) Hours of work will be 9am-5pm Monday and subject to Sunshine Children's Centre Charity policies and procedures i.e. Sickness & Absence, etc.
- Additional hours may be required on occasion in negotiation with the Chief Executive Officer.

ORGANISATION CHART

- The Chief Executive Officer has direct line management responsibility.
- Please refer to the developing Organisational Chart
- Sunshine Children's Centre Charity has a clear vision that has been developed through Trustees & partners.

SUPERVISION

- Accountable to the Chief Executive Officer.

WORKING ENVIRONMENT

- Working with very young children in a variety of settings may require additional cleaning and tidying, especially around your own workspace. Responsibility for keeping the office workspace is everyone's responsibility.

Job Details

7.5 hours per day (9am-5pm with half an hour lunch)

Holidays to be taken during term breaks.

Sunshine Children's Centre Charity is a family friendly organisation.



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Office Administrator Person Specification

Skills

- Good communication skills
- Ability to work as part of a team and on own initiative
- Good IT skills, with knowledge of Microsoft Office including a qualification.
- Manage and monitor data
- Good organisational skills
- Able to communicate effectively with professional partners, providers and users of the Centre.
- Take bookings via our website, by telephone or in person
- Willing to undertake training as required by the Chief Executive Officer

Desirable

- Have an empathy with complex family issues
- Experience of working in a team environment
- Cash handing experience or willing to accept and record small payments from our service users and donors.