



We're a social enterprise supporting people with learning difficulties and autism into jobs with a future

JOB DESCRIPTION

Job title	Administration Officer
Location	NOW
Reports to	Business Support Manager
Hours	25
Salary scale	£18,000 per annum pro-rata (on the salary band £16,000 to £19,500)
Benefits	22 days annual leave plus 12 statutory days (pro-rata) Holiday purchase scheme Work Life Balance Policy Access to Confidential Staff Counseling & Financial Advice Service Stakeholder Pension Scheme Employers for Childcare registered

Mission

Changing the lives of people with learning difficulties

Core Values

Equality
Empowerment
Entrepreneurship
Excellence

Vision

A society where people with learning difficulties, live, work and socialize as valued citizens

Main function

To ensure that efficient and effective administrative support is provided to all services within the organisation. The post holder will be responsible for organising administrative activities alongside the maintenance of internal systems. The Workforce 3 project is a partnership with Stepping Stones NI and funded through the European Social Fund.



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Main responsibilities

1. Provide administrative support across NOW's Employment, Training, Transition and Family services.
2. Provide PA support to NOW's Head of Services.
3. Monitor e.mail enquires to NOW's admin account.
4. Work closely with NOW's training team to ensure that training literature is produced in advance of training delivery.
5. Implement systems to maintain an inventory of training literature.
6. Follow internal processes to ensure the timely registration of training participants with registered bodies.
7. Respond to enquiries received to NOW's admin email account.
8. Provide Reception cover when required.
9. Co-ordinate and maintain stakeholder information (participant, funder, parent & carer etc).
10. Update monitoring data across all services.
11. Register all participants on NOW's Client Database and update as and when required.
12. Maintain purchase order system by adhering to organisational procedures for the ordering and procurement of goods/services.
13. Undertake any other administrative duties that may be required in line with the role.



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PERSON SPECIFICATION FOR THE POST OF ADMINISTRATION OFFICER—SHORTLISTING CRITERIA

Essential criteria

1. English & Maths at Level 2 eg. GCSE (Grade C or above).
2. RSA Stage II Word-processing (or equivalent).
3. Fully competent in use of Microsoft Office including Access, Excel, Word & Outlook.
4. At least 2 years recent relevant administrative or secretarial experience.
5. Relevant experience of setting up and maintaining effective filing and reporting systems.
6. Excellent organisation & time management skills.
7. A full current driving licence and access to a car. Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a licence.

Desirable criteria

1. Level 2 qualification in Administration/Business Administration or working towards this.
2. Experience of diary management/co-ordinating appointments.
3. Relevant qualification or experience in Microsoft Access or managing databases.

Please note that shortlisting will be based on the evidence that you supply on your application form to satisfactorily demonstrate how, and to what extent, you meet the above criteria. The Shortlisting Panel will not make assumptions as to your circumstances, qualifications, and experience.

Employment with NOW Group may be subject to a check from the Access NI Service. For positions in regulated activity a check of the Data Barring Service (DBS) will be required. For further information please refer to the Access NI Code of Practice at: <http://www.nidirect.gov.uk/accessni>