

Title	Administrator
Contract Type	12 months fixed- term, with possible permanent extension
Location	Home based (with very occasional travel)
Hours	30 hours per week (0.75 FTE) Monday- Friday
Salary	£22,000 per annum pro rata
Accountable to	Director of Safeguarding
Notice Period	1 Month
Annual Leave	25 days plus bank holidays leave per annum pro rata

Job Description

The key responsibility of the Administrator will be to support the delivery of training and consultancy services for LimeCulture's Safeguarding Team. The Administrator will be required to undertake the following:

Key Responsibilities

Safeguarding Team

The Administrator will contribute to supporting the operational delivery of varied work of the Safeguarding Team to include,

- Working closely with the other members of the Safeguarding Team to support aspects of delivery in a range of different training initiatives and consultancy projects as required
- Maintain good relationships between LimeCulture and our clients in relation to projects and key areas of work
- Liaise with key stakeholders to ensure effective engagement is key to our work, including organising and scheduling of meetings, events and training courses
- Support the Safeguarding Team in the production of reports including, formatting, structure and inputting relevant information
- Contribute to activities across the Safeguarding Team and the wider organisation including working across other areas of the business when necessary
- Support in the delivery of the Safeguarding Team's social media and marketing activity as and when required

Organisational

- Support the upkeep of LimeCulture's website and the material contained within it
- Contribute to the consistent and effective storing of files and information (including stakeholder contacts) across the organisation (currently Dropbox)

- Alongside other LimeCulture Administrators to provide support and cover, holding the LimeCulture telephone line, responding to all telephone calls/messages in a timely manner and arranging transfer of the line when necessary
- Coordinating incoming email traffic, including communication with appropriate LimeCulture personnel
- Carrying out additional administration duties at the request of other members of the LimeCulture Team as and when required including minuting meetings
- Assist in driving LimeCulture's brand forward to maintain and enhance the organisation's reputation
- Contribute to the delivery of other business areas as required
- Other relevant duties commensurate with the position

Person Specification

The post holder will be enthusiastic and pro-active, have good attention to detail and the capacity to work with a range of staff, with a flexible attitude to work.

The post holder will have the capacity to work to tight deadlines whilst managing competing demands, maintaining a good level of accuracy, and the ability to prioritise effectively.

Essential

Ability to demonstrate:

- Excellent inter-personal and communication skills (both verbal and written)
- Ability to meet tight deadlines and work under pressure
- Ability to work individually or as a member of a team
- High standard of computer/digital literacy including willingness to learn web-based content management systems
- Willingness to contribute to marketing and promotional activities
- Willingness to undertake staff training and development as required
- Ability to maintain professional relationships with stakeholders and clients
- Ability to contribute to organisational planning and development
- Ability to contribute to the development of effective knowledge management systems and processes
- Determination, perseverance, and resilience.