

Job Title:	Part Time Administrator (Permanent)
Salary:	£12.21 per hour
Reports to:	Community Services Manager
Location	In person: Warwick Office / Social Clubs in North Warwickshire (Nuneaton, Bedworth, Coleshill)
Hours:	16 hours per week

Job Purpose:

The Administrator role is to form part of the team supporting the Charity, and the smooth running of the day-to-day delivery of the charity's community services.

The majority of time will be spent in the office in Warwick, although there is also a requirement to regularly deliver our monthly afternoon social club services (working alongside a Vision Support Officer).

The usual working pattern will be Monday to Thursday mornings in the Warwick office, however you will switch to afternoons on the days of our clubs. This involves 1 Tuesday afternoon a month in Nuneaton, 1 Thursday afternoon a month each in Bedworth and Coleshill. Due to the nature of the role, flexibility is crucial.

Key Responsibilities:

Administration team shared responsibilities:

- Maintain the Charity Log database for clients, staff and volunteers
- To be responsible for reception, answering and follow up on telephone calls whilst in the office.
- To undertake processing of referrals for all WVS services.
- Responsible for the administration and processing of all the Certificates of Visual Impairment (CVI's) including the maintenance of Client File System and Database to dispatch Client information within the specific response times and to arrange for the CVI transfer.

- Maintain the Register of people with a Certificate of Visual Impairment for Warwickshire on behalf of the local Authority.
- Support the marketing and communications of the charity by undertaking mail merges from the database.
- Help to support admin volunteers work load and tasks
- General admin duties such as filing, photocopying, shredding, typing and scanning documents.

Community Administration duties:

- Work with colleagues responsible for Social Clubs in North Warwickshire to assist with booking speakers and producing programmes.
- Assist Community Services referrals into Support centres and social clubs.
- Assist with administration for all staff lead social clubs and support centres.
- Arrange transport for relevant service users into our clubs in North Warwickshire liaising with community transport organisations or taxi companies as necessary.
- Assist with booking speakers and entertainment for the clubs

Finance:

- Email cheques received with correspondence to relevant staff.
- Log money received from clubs or support centres
- Record all money and prepare it for banking after issuing receipts if required and take to the bank.
- Filing everything in the appropriate folder once it has been dealt with.
- Update receipts forms and chasing anything outstanding.

Vision Support Centres / Social Clubs (on site)

- To regularly work one afternoon a month in each of our staff led clubs in the north: Nuneaton, Bedworth and Coleshill

- As a small charity, you will also be expected to cover other Community Service activities at various locations within Warwickshire, as required and at short notice. This will be to cover colleague sickness and holidays.
 - To ensure a safe environment by undertaking first aid training and following each club and centre's risk assessment guidelines.
 - To assist the VSO in making any relevant referrals arising from any session.
 - To maintain regular communication with Community Services Manager, ensuring they are informed of any needs or issues
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Additionally:

- To attend networking opportunities where possible to spread awareness of the charity.
 - To undertake all other reasonable duties as required
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Experience and attributes:

Essential

- Self-motivated and proactive with strong time management skills.
- Efficient, organised, and resourceful.
- Experience working with diverse individuals and abilities.
- Proficient in Microsoft Office and telephone systems.
- Strong administrative and communication skills.
- Ability to build and maintain positive relationships with colleagues, clients, and volunteers.
- Flexible, adaptable, and able to travel occasionally at short notice.
- Resilient, caring, and approachable with a "can-do" attitude.

Desirable

- Knowledge of safeguarding for adults at risk.

- Qualifications in risk assessment, manual handling, or first aid.
- Experience with Charity Log or similar CRM databases.
- Familiarity with supporting people with disabilities.
- Experience taking meeting minutes.

Warwickshire Vision Support acknowledges that safeguarding is everybody's responsibility and is committed to prevent abuse and neglect through safeguarding the welfare of all adults involved

All applicants will be required to provide evidence of identity, Right to Work in the UK and qualifications.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service will be required prior to appointment.

To apply: please send your CV and a covering letter to explain why you feel you are a suitable candidate to: Rebecca.bourton@warwickshire.vision