

## **JOB DESCRIPTION: ADMINISTRATOR**

**Position:** Administrator

**Salary:** Up to £9.37 per hour

**Contract Hours:** 7.5 hours per week

**Fixed term contract** till December 2019.

**Location:** Voluntary Services Centre, Union Street, Burton-upon-Trent,  
Staffordshire, DE14 1AA

**Closing Date:** 18<sup>th</sup> February 2019

**Interview Date:** 25<sup>th</sup> February 2019

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Do you have a **'can do'** attitude; lots of **energy** and a **passion** to support individuals access specialist psychological support? If yes, we have exciting career opportunities waiting for you!

Innovating Minds is a high growth profitable social enterprise with a customer base in London, Coventry, Tamworth, East Staffordshire, Warwickshire and Birmingham. Entering into our third year we are proud to be finalists for start up business of the year and collaboration between school and supplier award.

This is an exciting opportunity as we are seeking to appoint an administrator to support the growth and development of Innovating Minds.

### **The key elements of this exciting role:**

- Managing the administration of referrals for the Building Better Opportunities Evolve Programme. This may include booking rooms; contacting potential participants to arrange appointments; making up participant files; filing; preparing resources for sessions or groups
- Inputting data
- Processing travel expenses and supporting with monthly returns
- Support towards monthly audits

You will have a great team who are supportive and caring wrapped around you.

This project is funded by the European Social Fund and the National Lottery through the Big Lottery Fund. This post is subject to grant agreement.

Pre-application enquiries are very welcome. Please contact Tracey Harber, Office Administrator. [tracey@innovatingmindscic.com](mailto:tracey@innovatingmindscic.com)

For more information about Innovating Minds CIC, please visit:  
[www.innovatingmindscic.com](http://www.innovatingmindscic.com)

**Please apply by completing the application form on our website and submit it to [tracey@innovatingmindscic.com](mailto:tracey@innovatingmindscic.com)**

### PERSON SPECIFICATION & SELECTION PROCESS

Category	Criteria	Essential	Desirable	Assessment
Personability	Highly adaptable and flexible.	√		Application form/ interview/reference.
	Resilient and willing to go the extra mile to ensure a high standard of support for all.	√		
	Able to use their initiative to further the role.	√		
	Enthusiastic, passionate, motivated, creative, collaborative and committed.	√		
	The ability to remain calm under on-going pressure and be approachable, empathetic and engaging.	√		
Training & Qualifications	5 GCSEs (or equivalent) to include Maths and English		√	Application form.
	SA II Typing / Word Processing or equivalent		√	
Experience	Have strong administration skills	√		Application form and interview.

	Have the ability to work accurately with high attention to detail	√		
	Have the ability to work under pressure and meet the demands of the enterprise	√		
	Be proficient in data entry	√		
	Be able to prioritise and organise your workload	√		
	Have an excellent telephone manner and interpersonal skills.	√		
	Be able to work effectively with team members and on their own and be self motivated and passionate about the care sector.	√		
	Developed PC skills with the ability to use Microsoft Word, PowerPoint and Excel	√		
	Well developed communication skills, included orally and in writing complex			

	and/or clinically sensitive information to young people and their families, carers and other professional across all sectors (NHS, voluntary and independent)	√		
	Good IT skills - Word, PowerPoint, Excel	√		
Other	Full UK driving license, and own transport		√	Application form and interview.