



Job Description for the post of

Information & Administration Co-ordinator

Hours:	25 hours per week.
Base:	Preston, Church Street, or as required.
Salary:	£18,000 (£12,857 pro rata).
Contract:	Fixed Term Contract, to 31 st March 2011, continuation subject to funding.
Responsible to:	Carers Centre Manager.
Responsible for:	Information & Administration Team.
Benefits:	Pension scheme. 22 days paid holiday (pro rata). Mileage allowance.

Job Purpose:	To co-ordinate and line manage the Information & Administration Team. To build on existing Information & Administration systems within Preston Carers Centre and to carry out administration tasks as required.
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MAIN TASKS AND RESPONSIBILITIES

Co-ordinating the Team

1. In consultation with the Manager, to develop 12 month action plans to ensure this post and Information & Administration within Preston Carers Centre meets the requirements of funders and the strategic plans of the Trustees of Preston Carers Centre.
2. To Co-ordinate the services provided by the Information & Administration Team.
3. To ensure 12 month plans are in place for our Information & Administration systems.
4. To manage individual Information & Administration Team members through regular staff supervision and annual appraisals.
5. To organise and facilitate regular Information & Administration Team meetings.

Assisting the Manager

6. To be the first point of contact for external contacts for the Manager during times of his absence, as appropriate.
7. To assist the Manager to organise meetings and dates for his diary.
8. To assist the Manager to keep accurate and up to date records of annual leave.
9. To process invoices and payments for the Centre and to ensure accurate records and reports are kept of these.
10. In consultation with Manager, to prepare agenda's and papers for the Board of Trustees, attend meetings and write minutes for those meetings.

Administration

11. To provide administration support for the Manager and other members of staff as required.
12. To type Peace of Mind for Carers plans when necessary.
13. To assist members of staff to develop Power Point presentations.
14. To build on the Carers Centre database and maintain it.
15. To build on the Carers Centre website, maintain it and ensure it is up to date at all times.

Information

16. To ensure the consistent and quality provision of information for Carers.
17. To build on existing monitoring and evaluation systems to ensure the impact of our work with Carers in Preston is measured effectively.
18. To co-ordinate monthly mailouts of information to Carers.
19. To design literature for the Centre's needs, including flyers, newsletters, leaflets, dates for your diary, Carers Resource Pack and A-Z (using Microsoft Publisher).
20. To work with external printers to ensure quality delivery of printed materials where required.

General

21. To attend meetings, training courses and events as required.
22. To maintain the professional identity of Preston Carers Centre at all times.
23. To follow policies and procedures in Preston Carers Centre's staff handbook.
24. To undertake other tasks as required, in line with the scale and general nature of the post and as required by Preston Carers Centre.
25. To occasionally work weekend and evening hours, for which time in lieu will be given.

PERSON SPECIFICATION

Essential

1. Ability to work as part of a team.
2. Experience managing and motivating individuals and a team.
3. Experience developing plans for Information & Administration and delivering them within a team.
4. Experience developing and working to monitoring systems.
5. Excellent minute taking skills.
6. Ability to work with a diverse range of individuals and organisations.
7. Experience of working with Microsoft software packages, including Publisher, Word, Access, Excel, Powerpoint.
8. Excellent organisational and time management skills.
9. Typing/word processing skills.
10. Experience developing and maintaining administration systems.
11. Experience in use of internet / email.
12. Experience updating and maintaining websites.
13. Experience updating and maintaining databases.
14. Criminal Records Bureaux Clearance.

Desirable

1. Understanding of Carers issues.
2. Experience of working in the voluntary sector.
3. Experience of working with Carers.
4. Flexibility in working hours.
5. Experience working with members of the public in some capacity.