

**Reg. No. 1089851**

**Job Description**

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| **Post:** | Admin Assistant |
| **Salary:** | £14,013 (NJC Local Authority Pay Scale Grade 11 2B) |
| **Hours:** | 24 hours per week / 4 days.  The role offers 30 days holiday entitlement plus bank holidays (pro rata for part time employees)  On completion of a 3-month period the organisation will automatically enrol you into the company’s pension (People’s Pension) |
| **Line Manager:** | SIDASS Service Manager |
| **Place of Work:** | Unity House, Swinton |
| **Duration:** | Fixed Term until August 2022 with potential to be extended subject to funding |

*Applications are open to women only under section 7 (2) (e) of the Sex Discrimination Act 1975. Salford Women’s Aid is an equal opportunities employer and welcomes applications from women from all sections of the community. The post is exempt from the Rehabilitation of Offenders Act 1974.*

**About the role:**

Salford Women’s Aid is a domestic abuse support service and requires an Admin Assistant to work within the SIDASS team to start ASAP. We are looking for someone who can provide an efficient and effective administration support and undertaking a wide range of tasks.

**Main Duties and Responsibilities:**

1. First point of contact for all referrals, inputting referrals onto the database
2. Send acknowledgment emails to all referrers
3. Upload high risk referrals to SharePoint
4. Distribute weekly Agenda to caseworkers for MARAC meeting (Multi Agency Risk Assessment Conference)
5. Responsible for collating data on number of referrals on a daily basis
6. To provide practical admin assistance to the Service Manager and the team
7. To attend and take minutes for team meetings as and when required
8. Maintain and update website
9. Monitor and respond to messages through social media
10. To participate in regular supervision sessions, staff meetings and annual appraisal
11. To undertake training as agreed at supervision sessions
12. To take active steps to work within a framework of equal opportunities an anti-discriminatory practice
13. To undertake all other reasonable duties as required by the Service Manager
14. Any other duties not covered by the job description

**General:**

* To maintain confidentiality and to ensure that professional boundaries are observed when working with clients, staff and external bodies and to work within Salford Women’s Aid Code of Conduct.
* Undertake any duties assigned which are relevant to the achievement of the objectives of the post
* Training and Development – To keep up to date with training needs
* To work at all times with due regard to the policies and procedures of Salford Women’s Aid, including financial regulations, participating in their development and amendment where required

**Other:**

* The post is subject to a DBS Check which will be carried out at appointment of a candidate
* This post is subject to completion of a six-month probationary period

This job description is not designed to provide an exhaustive list of tasks and therefore the post holder is expected to undertake any other reasonable duties within the scope of the post as specified by their line manager.