

## BALKERNE GARDENS TRUST

### JOB DESCRIPTION

<b>Employer:</b>	Balkerne Gardens Trust
<b>Job Title:</b>	Administrator
<b>Hours:</b>	Full time
<b>Location:</b>	Parsley House
<b>Accountable to:</b>	Director
<b>Key working relationships:</b>	Director, Deputy Director, Finance Manager, Managers of Units, Trustees

**Balkerne Gardens Trust is a not for profit organisation which strives to provide excellent care, support and accommodation to meet the needs of older people in the local area. Every member of staff should work with individuals promoting their dignity, independence and self-determination, ensuring the highest standards of care and demonstrating kindness and compassion. The Trust's employees will treat *everyone* with dignity, respecting and valuing difference; this applies to the people we provide a service to and those with whom we work.**

#### **Key aims for the post-holder:**

Provide secretarial support to the Director/Deputy Directors, the Finance Manager and the units as required. Review existing systems and introduce new systems in discussion with the Director/Deputy Directors.

Understand the importance of providing the 'first contact' for the organisation and always act in a manner that positively promotes the organisation.

Maintain an up-to-date knowledge of the Trust, being able to answer questions and provide information as appropriate.

Prepare and distribute agendas, attend meetings, take and produce minutes.

Work with the Finance Manager to produce contracts for residents and tenants and employment contracts for staff.

Maintain good links with the Trustees, compiling and distributing minutes and other related paperwork for their Board meetings.

Send out application packs when requested and maintain up-to-date waiting lists for accommodation.

Champion the adoption of new technology-based systems and processes.

Manage the Trust's Christmas card ordering for card sales through the units and organise volunteers for the sale of cards through 'Cards for Good Causes'.

Monitor and produce regular statistics and other statistics as required, eg staff sickness, tenant/resident and staffing activities, equal opportunities.

Take responsibility for ensuring that the regular Health & Safety Forum is held, provide posters for the units and produce notes from the meeting to feedback to the Board.

Keep a central record of all disclosure applications to the Disclosure & Barring Service.

Maintain and distribute the Trust's Policies & Procedures and Audits to all units.

Be responsible for the upkeep of the National Minimum Data Set database, sharing training information with the Accounts Assistant.

Be aware of any required changes to the website and either undertake these or bring to the attention of one of the Deputy Directors.

Maintain an adequate stock of organisation brochures for all units, amending these as required.

Assist with enquiries from tenants, residents, staff and the general public; answer the phone; photocopy and scan as required; complete and despatch purchase orders (including stationery for the department); deal with filing and daily posting of letters.

Work flexibly to support the effective and efficient running of the Trust.

In the event of a fire or other emergency, carry out the appropriate drill on the instruction of the senior member of staff on duty in Parsley House.

Carry out other duties that may be required from time to time at the request of the Director or Deputy Directors.

## **OTHER TERMS AND CONDITIONS**

Whilst based in Parsley House, all staff are expected to provide support as and when required to other parts of the organisation.

All staff must comply with health and safety at work legislation and the Trust's policies and procedures. Smoking is only permitted in designated areas.

The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 requires that all staff working with vulnerable adults should have their criminal record checked. This is done by applying to the Disclosure and Barring Service once employment has been provisionally agreed.