**Job Description**

**Job title:** PT Admin Assistant (1 Year fixed term contract, may be extended subject to funding)

**Locations:** Ipswich

**Responsible to:** Service Manager

**Hours:** 14 hours per week

**Salary:** £19,000 (pro rata, £9.88 per hour)

**About Suffolk Rape Crisis**

Suffolk Rape Crisis (SRC) is a specialist sexual violence service working with women and girls who have experienced any form of sexual violence at any point in their lives.

**Our Vision:** A world free from sexual violence and gender inequality

**Our Mission:** To work as part of a worldwide movement to ensure that women and girls experiencing any form of sexual violence in our community are able to access needs-led, specialist support. At the same time we will challenge the underlying attitudes that allow sexual violence to continue.

**Our values:**

* Empowerment
* Diversity
* Transparency
* Change

**Main Purpose of the post**:

The administrative assistant will provide support to our outreach team, who support women and girls who have experienced sexual violence. She will be responsible ensuring that accurate data is uploaded to the organisation’s database and that records are kept up to date. Working in accordance with our robust confidentiality and data protection policies, the administrator will be experienced in handling sensitive and confidential information.

Flexible working will be considered.

**Terms and Conditions:**

The post is subject to a three-month probationary period. Termination of the post is subject to 4 weeks’ notice on either side.

We welcome applications from anyone who identifies as a woman. We would particularly welcome applications from BAME women, who are currently underrepresented in our team. This post is exempt under Section 83 schedule 9, Part 1, 1.1(a) and (c) of the Equality Act 2010.

**Holiday Entitlement:**  30 working days per annum pro rata

**Duties and Responsibilities**

1. Support the service coordinator in ensuring the smooth running of the counselling and outreach service, including responding to service user and colleague queries
2. Provide administrative support to the outreach and wider organisation
3. Input service user data to the organisation’s database
4. Ensure information on the organisation’s database is accurate and up to date.
5. Provide reports as required from organisation’s database and records
6. Support the team in administration of expenses and invoices
7. Participate and contribute to team meetings and relevant training
8. Attend meetings and write minutes as required
9. Arrange meetings and training as required
10. Answer phones and door to women and girls accessing the building
11. Work in accordance with SRC’s confidentiality and data protection policies
12. Work in accordance with SRC’s equality and diversity policy

This job description may be updated by the trustees of SRC from time to time in order to meet the changing requirements of the job. Other duties may be required from time to time in line with the purpose and level of responsibility of the post.

# PERSON SPECIFICATION

Short-listing and subsequent selection for this post will be determined by the extent to which you meet the requirements detailed in this person specification. You should try to demonstrate on the application form the extent to which you satisfy each of the points of this specification, where possible in terms of past experience.

**Method of assessment (A = Application, I = Interview)**

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| **ESSENTIAL** | **DESIRABLE** |
| **Experience/knowledge*** Experience of using databases to input and collate information **(A, I)**
* Experience of providing administrative support to a team **(A, I)**
* Knowledge of data protection requirements **(A, I)**
* Experience handling finance information, including invoices **(A, I)**
* Experience of responding to phone and email enquiries **(A, I)**
 | * Understanding and knowledge of sexual violence and its impact **(A, I)**
* Experience of working within the voluntary sector **(A, I)**
* Experience of working with confidential information **(A, I)**
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| **Skills and abilities*** Able to build good rapport and communicate with people **(I)**
* Ability to work as part of team **(A, I)**
* Good interpersonal skills **(I)**
* Good organisational skills **(A, I)**
* Attention to detail **(A, I)**
* Excellent IT skills including word-processing, spreadsheets and other applications **(A)**
* Ability of work in accordance with data protection policies and legislation **(A, I)**
* Ability to travel independently **(I)**
 | * Good record keeping, monitoring and report writing skills **(A)**
* Ability to work on own initiative and be a self-starter **(A)**
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| **Training and education*** Evidence of relevant professional or training qualifications **(A)**
 | * Training or qualifications relating to data entry or using database systems **(A, I)**
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| **Equality issues*** Understanding and commitment to equality and diversity **(A, I)**
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Please send completed application and equality and diversity monitoring forms to a.blackbeard@srchelp.org.uk by **5pm on 8th December 2019**. Interviews are scheduled for 17th – 19th December 2019