



## Job description

Senior Admin and Data Officer

**Location:** Thornbury Centre, Bradford,

**Hours:** 18.5 hours per week

**Grade:** Family Action Grade 2 Point 16

**Service:** Bradford Perinatal Support Service

**Reports to:** Operational Manager

### **Principal Accountabilities:**

1. Set up and maintain computerised and manual systems and produce reports as required.
2. Support and supervise the admin officer in processing incoming referrals and any other data entry tasks both to System One and to access database (volunteers).
3. Set up an access database to capture all volunteer data in line with data requirements; reporting on this to Better Start Bradford on a quarterly basis.
4. Devise training plans and deliver training and workshops to the admin worker and the team members to ensure data is of good quality and data cleaning issues are addressed
5. Supervise and support the admin officer to ensure that financial reporting and processing is done in a timely and efficient way
6. Liaise between colleagues at Innovation Hub regarding data quality and feed this back in the service bringing colleague on board with work to be done/training needs
7. Ensure that the service is able to submit the quarterly reports to Better Start Bradford and Innovation Hub in partnership with service manager.

8. Promote a positive image of Family Action, assisting the team in developing promotional materials and supporting awareness of the organisation and its services through publicity events as required.
9. Ensure that the office environment complies with and maintains a high level of Health and Safety standards in accordance with the standards as applies to legislation.
10. Adhere to Family Actions confidentiality policy and ensure that confidentiality is maintained at all times

### **Other accountabilities**

11. Ensure you have an understanding (appropriate to your role), of and comply with, Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
12. Participate in supervision arrangements and team meetings as negotiated and agreed with the project manager.
13. Implement the principles of Family Action's equal opportunities and diversity policy in every aspect of the work and to promote positively the principles of the policy amongst colleagues, service users and other members of the community
14. Work flexibly as may be required by the needs of the service and to undertake any other reasonable duties as required.
15. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
  - a) Being people focused
  - b) Reflecting a 'can do' approach
  - c) Striving for excellence in everything we do
  - d) Having mutual respect for everyone we work with, work for and support through our service



## **Person Specification**

Senior Admin and Data Officer  
Thornbury Centre, Bradford

### **Essential Requirements:**

Qualifications/training

- IT and data qualification
- RSA II or equivalent
- ECDL Qualification or equivalent

### **Experience and skills**

1. Experience of organising competing demands and workloads independently
2. Experience of setting up and running administrative systems including excel and access database/s.
3. Manage data collection, analysis and reporting to meet local and national monitoring and evaluation needs.
4. Technical expertise in own area and ability to share effectively
5. Ability to deal with confidential / sensitive information.
6. Evidence of organisational and time management skills
7. Experience of supervising staff or volunteers
8. Excellent communication skills including supporting others to problem solve
9. Experience of interpreting and imputing data on excel spread sheets, including budgetary information.
10. Ability to manage health and safety systems within an office environment and ensure that policies and procedures are adhered to.
11. Ability to oversee financial reporting for the service, including petty cash and invoice processing
12. Commitment to Family Action's Equal Opportunities Policy and an ability to reflect upon equality and diversity issues take appropriate action.

### 13. Family Action Values in Action

Please give us examples of how you are:

- a) Can-do in your approach to your work
- b) Strive for excellence in everything that you do
- c) Demonstrate and encourage mutual respect with everyone that you work with
- d) People focused at all times