

Home-Start is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults

Job Description – Administrator

Job Title: Home-Start Administrator

Employer:

Hours of work:

Responsible to: Scheme Manager

Purpose of the job

- To provide administrative support to the employees of the scheme, and Board of Trustees as appropriate and agreed
- To ensure the efficient administration of the Home-Start office.

Main Responsibilities

- General office duties including report writing, photocopying, diary management, digital filing and mailing etc
- Ensuring good communication with all scheme stakeholders, ensuring good practice in equality, diversity and fairness
- Inputting to the Home-Start data collection systems
- Providing administrative support to assist in the recruitment and support of volunteers
- Working with all other members of the team to ensure good safeguarding practice in all aspects of the scheme's work
- Preparing reports, newsletters, minutes of meetings and publicity material.
- Supporting events and meetings as required
- Administering petty cash and the payment of volunteers expenses
- Maintaining supplies of stationery and office sundries
- Complying with all Home-Start policies and procedures
- Managing social media and website content

The post holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the post as detailed above.

This job description is current as at January 2025