

# Job Description

Position	Administrator
Salary	£7.83p/h
Period of Employment	6 months, subject to periodic reviews
Hours/Days Required	25 hours per week (30 hours per week including mandatory paid development and training)
Placement Organisation	Advonet, Unity Business Centre, Leeds, LS7 1AB
Responsible to	Work Placement Supervisor and PATH Project Officer
How to Apply	Email CV and supporting statement to <a href="mailto:step@pathyorkshire.co.uk">step@pathyorkshire.co.uk</a> and include an eligibility check form/ application declaration form downloadable from the Vacancies Page of our website, <a href="http://www.pathyorkshire.co.uk">www.pathyorkshire.co.uk</a> .
Job Start Date	<b>As soon as possible</b>

## About the Placement Organisation

Advocacy is an approach which supports people's autonomy, individuality and rights. Advocacy is client-led: the advocate works in partnership with them, walking alongside them, supporting them to explore their options and resolve issues.

Advonet has provided advocacy in Leeds for nearly 30 years. Advonet provides advocacy for people in a range of marginalised groups; enabling people to speak for themselves. This includes people with mental health needs, older people and younger people.

## Purpose of the Placement

This paid placement is funded through the STEPS programme and aims to support Leeds residents who are over 25 years old and long term unemployed (unemployed 6 months and over) develop their confidence and work skills within diverse sectors with supportive employers within a 6 month fixed term period. \*Eligibility terms and conditions apply.

Participants will be working for 25 hours in a paid role. In addition they will be required to undertake 5 hours of paid personal development training which will include either volunteering within your paid placement or with another organisation or undertaking some training or courses.

## Work Skills Development Opportunity

The Administrator will be based in the Autism Aim Project, which provides mentoring, information and advocacy to autistic adults who receive little or no funded support. They will be a member of the Admin Team and will perform everyday tasks like data entry, helping to manage office supplies and systems, and offer basic technical IT help as well as support with our hub services.

Duties and Responsibilities include:

- To deal with general enquiries and take referrals when required
- To enter information onto and administer organisational databases
- To support staff in the smooth running of the AIM hubs
- To liaise with AIMS's volunteer mentors
- Attend to day to day correspondence
- To maintain records such as those of AIM hub attendees

- To support the AIM Steering Group meetings and other meetings include minutes taking when required
- To maintain office stocks
- Contribute to monitoring and other reports as required
- Follow Advonet's policies
- Undertake professional development and training
- Undertake other tasks and duties as appropriate to the post in furtherance with organisations aims as required

### **Personal Development**

**Further training** and experiences may be gained as appropriate.

# SELECTION CRITERIA

The ESSENTIAL CRITERIA are those criteria that you must meet in order for you to be considered or given a chance for an interview.

The DESIRABLE CRITERIA are not necessary for you to meet but if you indeed do so, they can be considered an advantage that you have over other applicants who also met the essential criteria.

<b>QUALIFICATIONS &amp; ATTAINMENTS</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
			Application & Interview
<b>SKILLS &amp; COMPETENCIES</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
Have good communication, teamworking, interpersonal and organisational skills	x		Application & Interview
Ability to use different IT packages	x		Application & Interview
Good Numeracy and Literacy skills	x		Application & Interview
Have a passion for working with people	x		Application & Interview
Have the ability to work in a fast-paced environment	x		Application & Interview
Ability to work independently, meet deadlines and priorities	x		Application & Interview
Ability to work to policies and procedures	x		Application & Interview
Ability to work on Reception desk	x		Application & Interview
Accuracy	x		Application & Interview
Ability to update database	x		Application & Interview
Ability to carry out administrative tasks such as filing, inputting data, typing letters etc	x		Application & Interview
<b>KNOWLEDGE &amp; EXPERIENCES</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
Knowledge and experience of working with client group	x		Application & Interview
<b>BEHAVIOURAL &amp; VALUES</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
Work in accordance with organisational policies and procedures of Advonet and Path Yorkshire	x		Application & Interview
Pro-active approach to work	x		Application & Interview

## Disclaimer

- Your contract of employment will cease at the end of the 26 weeks
- Benefits may be affected as this placement will be classed as paid employment

## RISK ASSESSMENT OF THE TRAINING POSITION

### A. CLIENT GROUPS, the trainee will work with

- General Public       Factory Work       Other Agencies   
Children       People with learning difficulties       Clients in their own home resident or hostel

### B. PHYSICAL CONDITIONS:

#### 1. Work is conducted in the main

- Indoors       Outdoors       Sitting   
Standing       Walking       Office Accommodation

#### 2. The training will involve

- Lone Working       Working out on the Estate       Working underground   
Climbing       Working on the Counter       Working in Void Properties   
Bending       Manual Handling tasks       Working in confined spaces   
Stretching       Working at Heights       Contact with discarded needles   
Driving       Potentially working in a smoking environment   
Cash Handling       Use of Display Screen Equipment

### C. CONTROLS TO MINIMISE HAZARDS

The following specialist equipment will be provided for the traineeship.

Personal Protective Equipment	n/a
Protective Clothing	n/a
Type of Vehicle (other than car)	n/a
Other equipment used	n/a

To control the hazards identified by this assessment, we are committed to providing Induction Health & Safety training plus further detailed training as appropriate to the post.

**We want all our trainees to work in safe and healthy conditions. In accordance with health and safety legislation – all trainees have a duty to act responsibly and to do everything they can to prevent injury and ill health to themselves, work colleagues and others.**