

# JOB DESCRIPTION

## ADMINISTRATION AND DATA OFFICER

Job Title: Administration and Data Officer

Salary: £17,500 per annum (pro rata 37hr working week)

Hours: 22.2 – 37 hours per week (to be agreed)

Contract: 6 months initially, with a view to extend

Holidays: 25 days per annum pro rata inclusive of bank holidays

Pension: under auto enrolment scheme

Probation: The post is subject to a probationary period of 3 months.

Location: The successful applicant will be based at our Weston-Super-Mare office: Weston Court, Oldmixon Crescent although travel elsewhere may be required.

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Closing date for applications: 2nd May 2021

Interview expected to take place: 11th May 2021

Email completed CV and cover letter to: [bernie.micklewright@evansmail.org.uk](mailto:bernie.micklewright@evansmail.org.uk)

For an informal talk about the post with Paul Lucock please phone 07930 736778

## **Background**

VANS is a small but dynamic organization that supports the Voluntary, Community, Faith and Enterprise Sector (VCFSE) in North Somerset that supports people and organisations that want to make a difference to communities. We are a small, innovative, and forward-thinking charity that seeks to assist the sector in developing good governance, build capacity and sustainability.

To ensure we are at the forefront of the work we do, we have developed a new and ambitious strategic plan to enable us to grow and provide services to the sector, as well as communities across North Somerset. This role is crucial in supporting the Trustees, Chief Executive and team to implement the strategy and achieve our strategic objectives. The role requires initiative, accuracy, and excellent communication skills.

## **Main aims of role**

The successful candidate will support the whole organisation with administration duties provide and present accurate and timely information for Trustees, commissioners, and funders. In addition, one day of support each week will be specifically working on the Sirona Community Health volunteers programme, reporting to the Volunteer Manager.

The role will support business development through the provision of a volunteer brokerage offer, support to projects, up to date national, regional, and local information in the areas of funding, policies, statistics and research. The role will contribute to the marketing of VANS through its website and other marketing activities.

## **Main tasks**

The following list highlights the main duties, which the post holder will be expected to perform.

1. Responsible for the implementation and operations of efficient and effective administrative office procedures and systems to support the delivery of VANS projects and services.
2. To assist maintain VC Broker the on-line searchable database of opportunities.
3. To gather information about use of the database and use this to generate reports.
4. To be the initial point of contact for services users, the public and partner organisations answering phone calls and welcoming visitors.

## **Duties:**

### **Data**

- Input data efficiently and accurately on to the database and ensure that it is consistent and up to date.
- Support staff and members of the public with queries about using the database.
- Use the reports function of the site to create and run reports.
- Contact organisations and volunteers who have used the site to gather feedback. (This will include making and receiving phone calls, emails, social media polls and managing online surveys).

### **Office Admin**

- Ensure that everyone who contacts VANS via our phones, email, website, social media or front door gets and excellent first impression and is efficiently put in contact with the best person to help them.
- Be the point of contact for suppliers.
- To contribute to the running of events/meetings (e.g., booking venues, setting up calls, disseminating, and collating information, welcome delegates, collect feedback, organising refreshments etc.).
- Support the CEO by assisting with diary management and preparing papers for meetings.
- Collate information about the effectiveness of VANS services.
- Ensure such information is available to staff and to funders.

### **Organisational**

- To adhere to the internal policies and procedures of VANS.
- To attend and contribute to organisational and external events, as appropriate and as time allows.
- To contribute towards VANS strategic objectives, including identifying funding to enable the charity to raise funds.
- Provide statistical and other information when required.
- Provide information and support to other members of the team as required.
- Implement all constitutional and legislative requirements associated with the role.
- Undertake evaluation of services provided and its impact on service users for both internal and external use.

### **Volunteers**

VANS encourages the involvement of volunteers in the development and delivery of its services. All members of the team are expected to identify opportunities for involving volunteers in their work and to support them in line with our volunteer policies.

## Person Specification - Administration and Data Officer

ESSENTIAL REQUIREMENTS	STANDARD	DEMONSTRATED BY
<b>Education</b>		
	A good standard of education or equivalent experience	Application and Interview (A+I)
<b>Experience and Skills</b>		
	Ability to operate under pressure and prioritise effectively	Application and Interview (A+I)
	Ability to deal with information in a confidential manner and respond with sensitivity to the opinions of others	Application and Interview (A+I)
	Experience of maintaining a database	Application and Interview (A+I)
	Ability to problem solve and work on own initiative	Application and Interview (A+I)
	Evidence of strong IT skills in the use of Microsoft Office applications	Interview test
	Ability to produce accurate and timely information to meet deadlines	Application and Interview (A+I)
	Strong interpersonal and networking skills with the ability to vary tone and messaging in written and verbal communication in a concise and clear manner across a variety of communication channels.	Application and Interview (A+I)
<b>Personal Qualities</b>		
	A genuine passion to work harmoniously within a small team	Application
	A desire for continued professional development	Application
<b>DESIRABLE</b>		
	Understanding of the VCSE sector	Application
	Experience of working within or with the voluntary and community sector – in a paid or voluntary capacity	Application
	Experience of using mail chimp, survey monkey and Eventbrite	Application
<b>OTHER</b>		
	<p>VANS is an equal opportunities employer. We welcome applications from all sections of our community regardless of age, disability, gender, race, religion, belief, or sexual orientation.</p> <p>The nature of the role means that you will be required to travel widely so you must either have a current driving license/relevant business insurance and provide a car or be able to use other appropriate means of travel.</p> <p>Have a willingness to work flexibly in response to changing organisational requirements.</p> <p>Have a willingness to undertake appropriate training.</p>	