

**JOB DESCRIPTION**

**JOB TITLE:**  Senior Administrator

**REPORTS TO:** Senior Managers

**LOCATION: Workington**

**CONTRACT:**  Permanent

**HOURS:** 37 hours per week

Salary £22.500 - £24,500

#### JOB SUMMARY

We are seeking enthusiastic and dedicated staff member, with a keen eye for detail, to join our team. This newly developed role will be integral to the running of Cumbria Youth Alliance as you use your skills, expertise, and knowledge in Administration to facilitate our mission of enabling young people to reach their full potential. The post holder will be a good problem solver and comfortable providing technical solutions using systems for a range of stakeholders and projects and empower all teams to organise data so it can be used effectively. You will provide a range of infrastructure services and administration support to the Charity, including finance, information and communications technology, governance, compliance, facilities and office services, health and safety, and human resources. The Senior Administrator provides a range of support to the team and wider Charity and is key to ensuring the smooth running of the Charities day to day activities.

#### Key Skills

The Senior Administrator will be able to:

* Develop sound understanding of all programmes, funding guidelines and contractual compliance.
* To Lead and develop the administrator team including the marketing and comms lead
* Oversee the regular production of updates for social media and collate information from CYA staff to create posts for website and social media
* Update and maintain the CYA management information system which will be utilised to manage current and historical data.
* Admin support of the Children and Young People’s Voluntary Sector Reference Group.
* Minute taking, all associated paperwork, organising venues / virtual meetings, liaising with members and speakers.
* Develop professional and working relationships with key staff across all three strands of the organisation.
* Produce a range of documents including reports, data input, collation, evaluations and filing, correspondence with partners to meet deadlines whilst maintaining accuracy and quality.
* Support the CYA Senior Management Team with the submission and auditing of programmes.
* Assist in audit function for MIS and administration systems/documentations assisting as required in preparation for external audits, due diligence and inspections
* Maintain and improve effective systems (computerised and manual) relating to documentation required by contracting funding bodies, preparation of information relating to contract outcomes and programme performance.
* Maintain effective relationships with colleagues, Partners and suppliers.
* Dealing with and supporting day-to-day administrative tasks, including finance, information and communication technology, governance, compliance, facilities and office services, health and safety and human resources. Such as but limited to: answering calls in a timely manner and escalating messages accordingly. Making appointments and producing statistical information as required.
* Use initiative to maintain and improve robust admin systems and procedures.
* Working within specific standards to assist in the preparation of future programmes.
* Support CYA staff and programme Leads with any other duties as required.
* Management of the Registered Training Centre administration.

#### Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
| Requirements |  | Essential | Desirable |
| 1. Education and Training
 | * Relevant qualification in Office Administration or can demonstrate at least 5 years’ experience
 | X |  |
| * Any experience of financial work would be advantageous
 |  | X |
| 1. Knowledge & Experience
 | * Be able to demonstrate experience of running effective administration and clerical systems.
* Evidence of continuing professional development and willingness to expand levels of responsibility in accordance with the changing needs of service.
* Experience of supervising the work of others.
* Experience of implementing and managing administration procedures.
* Experience of managing change to enable more effective and productive ways of working.
 | XXX | XX |
| 1. Skills and Abilities
 | * High level of computer literacy including experience of using Microsoft Office, particularly Excel and ideally MI, CRM or other databases
 | X |  |
| * Ability to produce good quality reports and accurate minute and record keeping
 | X |  |
| * Ability to provide basic IT support to other staff
 |  | X |
| * Ability to summarise complex information
 | X |  |
| * Experience of producing presentations and reports
 | X |  |
| * Excellent analytical skills and outstanding communication skills; ability to write concisely, persuasively and to present ideas confidently
 | X |  |
| * Ability to manage multiple competing priorities, to work on own intuitive proactively identifying problems and potential solutions
 | X |  |
| 1. Personal Attributes
 | * Personable, with the ability to build effective and professional relationships with others
 | X |  |
| * Excellent time management and organisational skills
 | X |  |
| * Excellent communication skills
 | X |  |
| * Flexibility to work requirements
 | X |  |

The post is subject to an enhanced DBS check.

To request an application pack together contact catherineh@cya.org.uk or ring us on 01900 603131

Download at [www.cya.org.uk](http://www.cya.org.uk)

Closing date for applications is 10/12/2021