

<b>Post</b>	<b>Administrator, Thrive IPS Project (Sandwell and West Birmingham)</b>
<b>Job Purpose</b>	<b>To provide administrative support to the Thrive management and delivery team</b>
<b>Location</b>	<b>Birmingham</b>
<b>Line Manager</b>	<b>Regional Manager, Thrive IPS (Sandwell and West Birmingham)</b>
<b>Job Category</b>	<b>Other Workforce: any position that does not involve working/volunteering with Children or Adults</b>
<b>DBS Disclosure</b>	<b>Enhanced</b>

To comply with an understanding Prospect's safeguarding policy and procedure and take appropriate action in relation to children and vulnerable groups regarding matters of safety protection and wellbeing.

Prospect's is committed to promoting equality of opportunity, valuing diversity and eliminating discrimination, as a core value.

### **Job Description**

Duties are as follows:

- Ensure adherence to the company's equalities and diversity policy
- Provide administrative support to the Regional Manager and other members of the Thrive IPS project management and delivery team
- Receive enquires from potential Service Users
- Contact Service Users to book initial and subsequent appointments
- Arrange and minute Thrive management and team meetings
- Act as a point of contact for enquires for the Thrive team, including liaison with other Prospect's managers, supply chain partners, external partners, and the funding body.
- Assist the Regional Manager and Team Leader in producing internal and external reports and papers
- Input information onto the Thrive MI system and support with the administration required to make a claim
- Assist in the induction of new staff
- Support with the logging of sickness absence and management of expenses
- Provide support to Thrive marketing activities as required

- Undertake a wide variety of clerical and administrative tasks to support the work of the Thrive management and delivery team

### **Personal Specification**

- Strong administrative and IT skills
- Good organisational skills and capability to prioritise effectively, manage a demanding workload to meet deadlines and excellent attention to detail
- Excellent communication and interpersonal skills and ability to communicate effectively with staff at all levels
- Ability to work as part of a team as well as under own initiative in a demanding environment
- Knowledge of finance systems
- Sensitive to handling of confidential information
- Ability to use a variety of computerized administrative systems, including MS Excel and Word
- Flexible and adaptable self-motivated with the ability to work under pressure and meet deadlines
- Good typing/word processing speed
- NVQ in Business Administration or an appropriate equivalent qualification / experience
- Educated to GCSE level in Mathematics and English at C or above
- Able to work flexible hours as and when requested including evenings and weekends