

## **Job Description**

**Job Title:**     **Apprentice Administrator Co-ordinator**

**Reports to:**   **Specialist Supply Chain Manager**

**Location:**     **Homebased**

### **Purpose**

As an Apprentice Administrator Co-ordinator the post holder will be developed to support the Specialist Supply Chain manager, colleagues; partners, participants and gain Level 3 Business Administration. We are looking for someone seeking to develop a career within Welfare to Work.

### **Main Duties and Responsibilities**

1. With support, engage participants referred to the Work and Health programme, assessing their support and development needs in developing their skills.
2. Work with partners to contribute to the development of the participant's action plan.
3. Participate in regular case conferences with partner organisations, support services, employers and/or other team members to ensure every participant's journey is smooth and consistent.
4. Build and maintain strong relationships with specialist supply chain partners to identify skills opportunities and where required tailor these to participants strengths and needs.
5. Build and maintain relationships with existing services within the community that will support participants in achieving their employability and wellbeing goals, including voluntary opportunities, benefits advice, counselling, housing support, training, health services and leisure activities.
6. Work with volunteers to provide participants with additional support to access community provision.
7. Maintain effective and efficient administrative procedures producing appropriate records and reports, including the updating of participant details on the relevant case management system.
8. Ensure safe working practices are maintained as set out within Shaw Trust's policies/procedures
9. Develop an up-to-date working knowledge of training opportunities and relevant support agencies

**Other**

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p align="center"><b>Person Specification</b></p> <p align="center"><b>Job Title:</b></p> <p align="center">(E=Essential D=Desirable)</p>
<p><b>SKILLS AND CORE COMPETENCIES</b></p>
<p><b>Technical competency (qualifications and training)</b></p> <ul style="list-style-type: none"> <li>• Minimum of five GCSEs level A – C including English &amp; Maths (E)</li> <li>• Able to work towards and achieve the Level 3 qualification in Business Administration</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience within the employment, training or skills sectors (D)</li> <li>• Lived experience of local community and participant groups – reflecting demographics (D)</li> </ul>
<p><b>Skills and Attributes</b></p> <ul style="list-style-type: none"> <li>• Computer literate with a working knowledge experience of Outlook, Word and Excel (E)</li> <li>• Excellent organisational skills (E)</li> </ul>
<p><b>Personal qualities, communicating and relating to others</b></p> <ul style="list-style-type: none"> <li>• Confident, enthusiastic and motivated individual (E)</li> <li>• Flexibility to cope with the varying demands of the role, managing time effectively to achieve the desired results, including occasional travel</li> <li>• Excellent communication and influencing skills (written and verbal) (E)</li> <li>• An interest in working in a Welfare to Work environment (D)</li> </ul>
<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)</li> <li>• This post requires a Disclosure and Barring Service Check at an Enhanced level (E)</li> </ul>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Understand and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)</li> </ul>