

Job Title: Administrative Officer

Cornerstone Office: GF2 Oxford House, Sixth Avenue, Auckley, Doncaster DN9 3G

Job Description

Main Duties

In consultation with the Business Support Team the post holder will be assisting with tasks such as:

- Undertaking reception and general office duties: welcoming visitors (covid and restrictions permitting); answering the telephone; taking messages; sending out cards and brochures; going to post office or purchase office sundries etc
- Support the Agency in processing some administrative aspects of fostering applications, ensuring that they are up-to-date and contain all necessary information
- Support the Agency with certain aspects of recruitment like sending out reference requests regarding current carers, staff, volunteers
- Local Authority referrals tracking
- Ensure that the Enquiries Tracker from prospective carers is up-to-date and Social Workers notified
- Support families in obtaining Insurance permissions for activities by liaising with our insurance broker
- Children's Guide updates and distribution
- Scanning and shredding of paperwork
- Attend staff training days
- Training:
 - To book venue, track attendance
 - Complete all training related paperwork
 - Send out certificates, handouts and update each family's CPD portfolio
 - Assist with training bookings for staff members
- Any other reasonable tasks as directed from time to time.

Christian Context

- As a Christian organisation Cornerstone only employs Christian staff who affirm the 'Statement of Faith' and who agree to the 'Code of Practice'.
- All aspects of the work will be carried out in a manner consistent with the aims of Cornerstone.
- The post holder is expected to engage in a variety of activities that are consistent with a practising Christian lifestyle in all aspects of the above job description (including worship, Bible study, prayer).

Personal Specification

Qualifications and Professional registrations

- Must possess a good standard of numeracy and literacy (min. GCSE level or equivalent)

Knowledge/Experience

Essential

- Experience of face to face / telephone contact with the public
- A high level of literacy, numeracy and IT competence
- Good keyboard skills and thorough familiarity with standard IT packages
- Good people skills and the ability to deal with others with integrity and diplomacy
- Ability to maintain high standards of confidentiality
- Good time management
- Ability to prioritise tasks
- Work independently

Desirable

- Experience of working with volunteers
- Multitasking
- High level of concentration and accuracy
- Good organisational and communication skills
- Ability to draft clear, concise and accurate correspondence

Disposition

- A determination to do everything to the highest standard.
- Able to take responsibility and exercise appropriate initiative
- A willingness to work unsupervised
- A commitment to working as part of a team.
- The flexibility and willingness to work occasional overtime when deadlines require.
- A full understanding of and sympathy towards Cornerstone's aims and objectives both as a charity and as a Christian organisation.
- A willingness to sign Cornerstone's 'Statement of Faith' and 'Code of Practice'.

Terms & Conditions

Hours:	Full time permanent post (35h per week)
Holidays:	28 days per annum plus Bank Holidays
Salary:	£23,000 pa. Specifics to be included in the actual contract.
Pension:	8% employer contribution after successful completion of the probationary period

Cornerstone reserves the right to amend or add to this job description at its discretion. Changes will be discussed with you in person and notification made in writing within 28 days of addition or amendment.