



**Cymdeithas
Plant Dewi
Sant**

**St David's
Children
Society**



**Gwasanaeth
Mabwysiadu
Dewi Sant**

**St David's
Adoption
Service**



**Gwasanaeth
Maethu
Dewi Sant**

**St David's
Fostering
Service**

JOB DESCRIPTION:
Administrator

POST	Administrator
SERVICE	Adoption and Fostering Service
TERM OF POST	Maternity Cover - 18 months
SALARY	£31,537-£34,434 per annum. Pro Rata
SCALE POINT	SCP 18-23
HOURS	22.5
ACCOUNTABLE TO	Deputy Director
LINE MANAGER	Stage One Manager
BASE	Cardiff - Lambourne House, CF14 5GL
TRAVEL	Incidental Business Travel
APPROVED	Yes

ST DAVID'S VALUES

St David's Children Society is a registered and approved Voluntary Adoption and Fostering Agency covering the geographical region of Wales. The person who holds this position is expected to have full regard to the values of the organisation and be prepared to operate within its ethos and its services' vision and mission statements.

CORE STATEMENT OF POST

The principal purpose of the post is to fulfil the objectives of St David's Children Society relating to placement arrangements for children in Wales. The post holder will be part of an administrative team that aims to provide creative, responsive adoption and fostering services to those using the services and those working in the organisation.

THE ROLE

To work alongside the other Administrators in the organisation in providing an administrative service, including technical administration to the Adoption Service (incorporating the Adopting Together Service), and Fostering Service within St David's Children Society.

Any further administrative duties that may be required in order to further the work of the Society.

KEY TASKS

- To act as first point of contact for any telephone enquiries (or other types of communication such as emails) into the Society and respond effectively with prompt referral to a manager or social worker as appropriate.
- To assist the Registered Managers and Responsible Individual in ensuring the Society adheres to its statutory responsibilities in relation to the maintenance and storage of records.
- To act as the panel administrator, including the timely distribution of panel packs, taking of minutes and sending out letters to adoptive applicants /parents' post decision by ADM.
- To collate and distribute agenda items to Board of Trustees.
- To minute Team Meeting, Trustee AGM, quarterly board meetings and other meetings as required.
- Proficient in the use of Microsoft Office 365, including core applications such as Outlook, Word, Excel, PowerPoint, Teams, and other associated Microsoft 365 applications, to effectively support administrative and organisational tasks.
- Devise and maintain office systems including inputting information into the CHARMS database in a timely way.
- To assist with the induction of the management team and social workers in any new database systems that are introduced into the Society.
- Set up and maintain electronic files for adoptive and foster carer applicants / families including procuring necessary references.
- To provide administrative support in respect of prospective adoptive reports (PAR) and Form Fs (fostering) and reports submitted to the Society's Adoption and Fostering Panels
- To undertake routine administrative tasks for the CEO, management team and social work staff, including message taking, attending meetings, minute taking and keeping notes.
- To process all statutory checks for prospective adoptive applicants and foster carers.
- To process all statutory checks for temporary and permanent staff members, Trustee and panel members.
- To set up personnel files for temporary and permanent staff members.
- To collate quarterly/annual statistics for National Adoption Service and CVAA.
- To act as the administrator for all post approval training, including sourcing venues, sending out invites and collation of training packs.
- To manage the petty cash.
- To process inter agency fee invoices to Local Authorities.
- To arrange for closed files to be archived.
- To provide administrative support for Access to Records work.
- To liaise appropriately to prioritise and share the workload in order to maintain an efficient administrative service.
- To share responsibility for monitoring at different stages of the adoption and fostering processes.
- Act as First Aider to the Society and keep up to date with legislation and training.
- Act as Fire Marshall, follow the guidelines as set out by Lambourne House.
- Act as Health & Safety Officer and keep up to date with legislation, training and internal processes.
- Ordering and maintaining stationery and equipment

General

- To carry out any other tasks that may be delegated appropriate to the grade.

KEY EXPECTATIONS

- To work in a manner which is in keeping with the equal opportunities and anti-oppressive practice standards of St David's Children Society.
- To adhere to Health and Safety regulations and maintain a safe working environment.
- To work accountably within all the organisation's policies and procedures, including acceptable usage of IT, Confidentiality, Data Protection and Equal Opportunities.

CONFIDENTIALITY

It is expected that all staff employed by St David's Children Society will understand that our work is confidential and that personal details must not be divulged to members of the public. This obligation will continue indefinitely even after termination of employment.

QUALIFICATIONS AND EXPERIENCE

The post holder will be expected to demonstrate their suitability for the post. See Person Specification for full details.

PERSON SPECIFICATION

(To be read in conjunction with the Job Description)

POST

Senior Administrator

1	QUALIFICATIONS (E = Essential D = Desirable)	E	D	Evidence to be derived from
	<ul style="list-style-type: none">Minimum of 5 GCSEs/NVQ Level 2 (or equivalent)	✓		Application form

2	EXPERIENCE (E = Essential D = Desirable)	E	D	Evidence to be derived from
	<ul style="list-style-type: none">Administrator with a minimum of 2 years' experience in a busy office environment	✓		Application Form
	<ul style="list-style-type: none">Experience of using databases systems	✓		Application Form/Interview
	<ul style="list-style-type: none">Experience of taking minutes at meetings	✓		Application Form/Interview
	<ul style="list-style-type: none">Experience of working in a voluntary or local authority setting		✓	Application form/Interview
	<ul style="list-style-type: none">Experience of Microsoft Office 365 including all applications.	✓		Application Form/Interview

	<ul style="list-style-type: none"> • Experience of being a fostering or adoption panel administrator 		✓	Application Form/Interview
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3	KNOWLEDGE / SKILLS (E = Essential D = Desirable)	E	D	Evidence to be derived from
	<ul style="list-style-type: none"> • Good interpersonal and communication skills 	✓		Application Form/Interview
	<ul style="list-style-type: none"> • Ability to work collaboratively in a small, busy organisation 	✓		Application Form/Interview
	<ul style="list-style-type: none"> • Skills and confidence to work using own initiative and seeking advice when needed. 	✓		Application Form/Interview
	<ul style="list-style-type: none"> • Excellent organisational and time management skills in experience in administration. 	✓		Application Form/Interview
	<ul style="list-style-type: none"> • To demonstrate flexibility and able to multitask meet deadlines set by the Service 	✓		Application Form / Interview

4	ATTITUDES & VALUES (E = Essential D = Desirable)	E	D	Evidence to be derived from
	<ul style="list-style-type: none"> • Understanding of and commitment to share the values of St David's Children Society in general and of its family placement service in particular 	✓		Application Form/Interview
	<ul style="list-style-type: none"> • Commitment to the value of family life through adoption and fostering as a means of securing the well-being of children 	✓		Application Form/Interview
	<ul style="list-style-type: none"> • Respect for the confidentiality of all users of St David's Children Society services 	✓		Application Form/Interview
	<ul style="list-style-type: none"> • Honesty and integrity in activities related to the work of the Agency 	✓		Application Form/Interview
	<ul style="list-style-type: none"> • Commitment to equality, diversity, and inclusion 	✓		Interview

5	MISCELLANEOUS (E = Essential D = Desirable)	E	D	Evidence to be derived from
	<ul style="list-style-type: none"> The ability to communicate in Welsh (written and verbal) 		✓	Application form
	<ul style="list-style-type: none"> Appointment to this post is subject to receipt of an enhanced DBS 	✓		Following interview