

PART TIME - Administration Assistant with Sharing Parenting

Sharing Parenting is a fast-growing Community Interest Company looking for a professional and effective administration assistant.

2 x 1/5 days per week – 7 hrs per week – 52 weeks a year

1-month initial probation period. Short term contract (until April 2021)

Purpose of Job

The Sharing Parenting Administration Assistant role is a key post within Sharing Parenting. The purpose of the job is to support the administration of the company and team, specifically focusing on the TCHC section within the business, offering wider support as required. The position requires **two ½ days** (ideally a Tuesday and Thursday) office-based work in Newmarket, Suffolk.

Accountability

The administrator is accountable to the Director – Suzanne Pearson.

Key Areas of Responsibility

Support the TCHC key worker with administration needs e.g. photocopying and filing and processing paperwork as required.

Support the administration and delivery of all Sharing Parenting's parenting and professional courses: confirming dates, handling paperwork, processing bookings and contact information of learner's details, booking venues, ordering learning resources etc.

Liaise with all members of staff, outside agencies and individuals about the work of Sharing Parenting whilst promoting and supporting its interests.

Maintain all learner databases where relevant.

Ensure all social media platforms are relevant and up to date (website, Facebook, twitter etc.) and maintenance of company website (training will be given).

Expanding the reach and programmes of Sharing Parenting through databases and maintaining connections. Advertising of courses through all avenues available (social media/staff etc.).

Any/all other administration duties as required by Sharing Parenting.

Person Specification

Good command of English with good written and verbal communication skills.

Ability to organise the many tasks and priorities of the position whilst remaining efficient and effective.

Good computer skills – Outlook/Publisher/Word/Excel/PowerPoint (additional training can be given).

Ability to liaise with staff and customers alike and build rapport as required.

Happy working on own initiative, identifying key tasks and carrying through whilst also supporting the team and company's goals.

A positive attitude to work.

Confidence in the ethos of Sharing Parenting, its programmes and a strong belief in early intervention. Happy to be an ambassador for the company when needed.

Ability to work under pressure at times.

Flexible to do extra hours on negotiation.

Desirable

Previous experience in an administration-based role is desirable.

Please apply with a copy of your CV and covering letter.

Closing date for applications: **Friday 28 February 2020**

Interview Date: **Thursday 5 March 2020**

Start date: **ASAP**

Job Type: **Part-time**

Salary: **£8.50 /hour**