Fair Futures CIC
JOB DESCRIPTION

Post Title: **Business and Administration Manager (part-time)**

Location:
17 Broad Street
Bury BL9 0DA

Some work can be WFH

Post Grade: Fair Futures Grade 9 (£32578 - £35570) pro rata

Post Hours:
8 hours per week

Special Conditions of Service: Leave must be taken in school holidays, except by prior agreement

Purpose and Objectives of Post:

- To assist the CEO and other directors with administrative, financial, personnel, health and safety and business matters.
- To communicate effectively with colleagues, service users, commissioning and funding organisations, schools, councils and other partners, to support efficient working and positive relationships.
- To manage database information systems for the elements of Fair Futures and its parent company (NASSEA) work, including interpreting data and producing statistics.

Accountable to: Fair Futures CIC Board of directors

Immediately responsible to: CEO

Relationships:
Fair Futures colleagues
Schools and MATs
Council staff, Bury VCFA, commissioning and funding organisations
Parents/ Carers
Teachers
Support Staff
External agencies

Control of Resources:

IT equipment
Secure storage and sharing of confidential material

Duties/Responsibilities:

Personnel

- To provide administrative support for the recruitment of staff, including: preparing application packs, arranging interviews, taking up references, corresponding with applicants, checking identification for DBS Disclosure applications, and maintaining records of recruitment for monitoring purposes.
- To co-ordinate the administration of recruitment processes for all staff.
- To provide administrative support for all personnel matters: ensuring that accurate records of absence are maintained, providing information as required on maternity leave, ensuring that travel claims and supply claims are accurate, ensuring that correspondence relating to contracts and conditions of service is dealt with quickly and that confidentiality is maintained.

General admin

- To communicate effectively with colleagues, service users, commissioning and funding organisations, schools, councils and other partners, to support efficient working and positive relationships.
- To provide occasional administrative support for meetings, including booking of venues and refreshments and following up areas for action for the attention of the directors.
- To arrange casual interpreting and translation bookings, recording details as required.
- To organise the preparation, publication and secure postage of information and publications and record this accurately.
- To ensure all information, records and data are updated and maintained efficiently and effectively.
- To collate, analyse and maintain a robust audit trail of statistical evidence to support service performance indicators, reports to funders and commissioning bodies.

Finance

- To raise invoices as and when required.
- To suggest ways of effecting budget efficiency savings and income generation.
- To liaise and provide information required by the company's accountants and bring any recommendations to the attention of the directors.

Health and Safety

- To assist the directors on Health & Safety Issues. To carry out risk assessments.
- To be aware of the main health & safety issues specific to the organisation's work and premises and how they relate to service users, staff, visitors and contractors.
- To use risk assessment tools to establish hazards within the organisation's work and premises and the associated risks involved.

Information management

- To manage the database information systems for the elements of Fair Futures and NASSEA work, including interpreting data and producing statistics.
- To create and maintain a database for the Fair Futures library resources.
- Maintain an assets register.
- To maintain confidential staff records as required.

Whole Organisation Responsibilities

- To share Fair Futures CIC's commitment to safeguarding and promoting the welfare of children and young people.
- To carry out all duties with due regard to confidentiality and data protection regulations, particularly with regards to student and service user data.
- To work within Fair Futures and NASSEA policies and procedures.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with colleagues, parents/carers and partner organisations.
- To attend skills training and participate in personal / performance development as required.
- To take care of own and other people's health and safety.
- To use initiative to respond flexibly to changing demands/requirements.
- To accept adjustments to assigned tasks in response to the changing needs of the organisation.

The details contained in this Job Description are not an exhaustive list of duties and you may be offered different opportunities commensurate with the level of the post as required by the organisation and the overall objectives of the group. Tasks and responsibilities are sometimes unpredictable therefore colleagues are expected to work flexibly when the occasion arises.

HEALTH AND SAFETY
All members of staff have a **duty** under the Health & Safety at Work Act 1974 to:

Take reasonable care for the Health and Safety at Work of himself/herself and of others who may be affected by his or her acts or omissions.

Employees are also required under the Act to:
Co-operate with his/her employer with regard to any requirements imposed on the employer by statutory provisions.
Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned.

Job Description prepared by:	**Sign: M. Griffin**	**Date:**
Agreed by Postholder:	**Sign:**	**Date:**
Agreed by Manager	**Sign:**	