



Job Specification

Administrator

And some attendance at group events

Salary: £20,900 per annum plus 3% employer pension contributions.

Hours: 37.5 hours per week (Monday – Friday 9am – 5pm but once a month on a Friday 9.30am – 5.30pm).

Reporting Relationship: To the Founder and CEO, Operations Manager, and Admin Lead.

Location: Across Brighton, Hove, Adur, and Worthing and at the head office based at City Coast Centre, North Street, Portslade, BN41 1DG.

Contract: 1 year with a view to being extended after review and subject to funding.

How to apply: with a CV and covering letter or email to info@tttb.org.uk

Deadline for applications: Monday 7th November, 5pm.

Interview date: Tuesday 22nd November – between 9am and 2.30pm.

Start date: Monday 9th January 2023.

Job Objectives: To work in partnership with the existing Time to Talk Befriending team to reduce feelings of chronic loneliness felt by older people living in isolation.

Administrator Duties:

- Undertake volunteer recruitment administration and promote volunteer opportunities.
- Monitor volunteer enquiries and follow up as instructed by line manager.
- Undertake the administration of volunteer training and events. Attend as required.
- Undertake the administration, transport arrangements, of group befriending events for older people.
- Attend group befriending events including on the minibus with older people to and from the venue as required.
- Support the administration and delivery of outreach activities including newsletter distribution and seasonal postal packs.
- Update signposting database, HR database and Health and Safety database as required.
- Connect with our scheme members and volunteers to support the work of the befriending team i.e., enquiry follow up, holding calls and emails etc.
- Maintain accurate records using Charity Log and other databases/spreadsheets.

- Be responsible for all office administration i.e., completing risk assessment check lists, ensuring there is enough stationary available, arranging cleaning and maintenance etc.
- Be responsible for keeping a record of staff training and staff documents i.e., details about car MOT and insurance in a central location which can be accessed by senior management.
- Be responsible for communicating sensitive information and maintaining confidentiality in accordance with the charities' policies and procedures.
- Present the ethos, always aims and purposes of the Charity.
- Contribute towards internal and external research and monitoring as required.
- Provide sickness and holiday cover for colleagues whenever possible.
- Undertake training and supervision as required.
- Conform to all policies, procedures and guidelines laid down by Time to Talk Befriending.
- Perform such other duties as may reasonably be required.

Subject to review

This job description is not intended to be restrictive and should be taken as the current representation of the nature of the duties involved.

The list of duties is not exhaustive, and you will be expected to perform different tasks as necessitated by your changing role within the Charity and the overall business objectives of the organisation upon discussion with your line manager.

Essential Criteria:

- A heart to help and support older people.
- Understanding and acceptance of the values of the Christian Faith which the foundation of the charity is based on.
- Excellent communication skills.
- Experience of using MS Office i.e., Word, Excel etc.
- Ability to speak confidently to scheme members and volunteers in a group setting and over the phone.
- Experience and knowledge of working with sensitive and confidential information.
- Ability to work sensitively when under pressure.
- Ability to work as part of a team and to use initiative to fulfil Time to Talk Befriending objectives.
- Recognise the importance of working under close supervision.
- Willingness to undergo any relevant and ongoing training as required.
- Willingness to support the work of the Charity in other areas as required.



Desired Criteria:

- Experience working in the third sector or health and social care.
- Knowledge of local agencies and services relating to older people.
- Experience of using Charity Log database.
- Experience of using Quick Books.
- Experience of volunteer recruitment.
- Experience of working with older people.
- Experience of working with people who are living with dementia.
- Have access to a car which can be used for business use.