



OXPIP Administrator

Job Description

Role Title:	Administrator
Location:	Oxfordshire
Base:	Main OXPIP office, Kidlington
Responsible to:	Operations Manager
Liaison with:	<p>Within OXPIP:</p> <ul style="list-style-type: none"> • Clinical Director • OXPIP Clinical Team • OXPIP Freelance Clinicians • OXPIP Office Team <p>Outside OXPIP:</p> <ul style="list-style-type: none"> • Referring Agencies (GPs, Midwives, Health Visitors, Social Workers, Community Mental Health Teams) • Partner Statutory and Voluntary agencies • Suppliers • Premises team
Main Purpose of the Role:	To support with the administration of OXPIP's day-to-day operational processes, HR and ICT functions in order to ensure the effective and efficient running of the charity. This is a part-time role and priorities will be agreed that are achievable within the available hours.

Main Activities:	<p>Support with day-to-day administration for all operational systems including:</p> <ul style="list-style-type: none"> • Clinical and casework administration • Data entry and input to reporting • HR • ICT • Finance and book-keeping • OXPIP policies, procedures and protocols • Telephone, email, post and reception enquiries • Premises, equipment, office stock and resources • OXPIP meetings, training, events and activities • Marketing and communications <p>The post holder will also:</p> <ul style="list-style-type: none"> • Provide general support to OXPIP staff, trustees and volunteers as required • Attend regular supervision and OXPIP meetings • Ensure all work is carried out efficiently in accordance with relevant legislation, good practice and ensuring cost effectiveness for the charity • Take on other duties as agreed in line with the job purpose
Hours	<ul style="list-style-type: none"> • Between 15 and 22.5 hours per week - hours and days of work may be negotiable • Salary range of £19,500 to £24,000 per annum dependent on experience (full-time equivalent for a 37.5 hr/week post) on a pro rata basis. • Annual leave 25 days per annum pro rata + statutory holidays pro rata • Pension, employer contribution 3% • Statutory training is also provided. Further CPD opportunities are also available.

Requirements	Essential / Desirable	Method of Assessment
Qualifications		
Relevant administrative qualification or training	Desirable	Application
Experience		
Minimum of two years relevant administrative experience	Essential	Application/ Interview
Experience of data entry	Desirable	Application/ Interview
Experience of administering HR processes	Desirable	Application/ Interview
Experience of using Customer Relationship Management systems and reporting	Desirable	Application/ Interview
Experience of using Casework Management Systems	Desirable	Application/ Interview
Experience of administering book-keeping and payroll systems	Desirable	Application/ Interview
Skills, knowledge and competencies		
Good ICT skills, ability to research solutions and confidence to advise others on day-to-day usage of apps, software, hardware, digital communication and social media	Essential	Application/ Interview
Strong verbal and written communication skills	Essential	Application/ Interview
An organised approach and excellent time management skills	Essential	Application/ Interview
A professional, diplomatic and solution-focussed approach	Essential	Interview
Flexible, adaptable and able to use own initiative	Essential	Application/ Interview
Numerate, accurate and a high level of attention to detail	Essential	Application/ Interview

Maintain confidentiality and work with discretion and tact	Essential	Application/ Interview
Warm, friendly and empathetic approach	Essential	Interview
Other		
Able to work as part of a team	Essential	Application/ Interview