



Job title: Administrator
£14,000 per annum.

Location: Your normal place of work will be at The Wand, 30 Petworth St, Battersea, SW11 4QW (Carney's Community Centre)

Responsible to: The Centre Manager of Carneys Community -Monthly supervision meetings will be arranged.

Organisation: Carney'sCommunity's services are targeted at disadvantaged young people aged 11 to 30 who come from deprived backgrounds in Wandsworth, Lambeth and the surrounding areas. Our aim is to reduce offending, re-offending and anti-social behaviour in Wandsworth and Lambeth, whilst improving social mobility and community cohesion. Carney's Community also aims to build the self-discipline, self-esteem, confidence and employability of young people as we believe this is key to reducing offending and anti-social behaviour and enabling disadvantaged young people to reach their full potential. Carney's Community's key objectives are to engage young people in positive and constructive activity

(specifically, but not exclusively, boxing) whilst providing intensive, long-term and consistent one-to-one mentoring which offers long term, unprejudiced, unconditional support with empathy. Overall, Carney's Community believes that by empowering young people through mentoring, participation, focusing on their strengths and learning from each other, they can improve not only their future opportunities, but also those of their local communities.

In 2015, we opened the Carney's Community Centre, which houses a fully functioning boxing gym, youth club, music studio, two kitchens, and a number of offices. The new premises will have a sports hall enabling us to deliver more boxing sessions. We use this space to not only develop new sessions, but also to support some of our older participants in coordinating some new activities/sessions/businesses themselves. There is also the opportunity for partner agencies to access the building to deliver work that either directly benefits Wandsworth young people or helps raise revenue that can fund activities to benefit Wandsworth young people.

Role Overview:

Carney's Community are currently seeking an administrator to provide both clerical and administrative support to members of our team. This role will require someone who has good communication skills and the ability to deal with challenging individuals, whilst supporting the coordination and implementation of office procedures; where you will frequently have the sole responsibility for specific duties and tasks.

The role involves both written and oral communication, word processing and typing, and requires relevant skills such as Excel, organisational and presentation skills. Additionally, you need to have the ability to multi-task and work well under pressure.

Duties and responsibilities **Community/Youth Engagement**

Supervising Carney's Community Centre ensuring that groups using the facilities uphold and maintain the required standards of Health and Safety, Safeguarding and Confidentiality appropriate to users who may include young people who may be vulnerable or at risk of offending.

To be the initial point of contact for people seeking or offering volunteering, training and employment opportunities at Carney's Community Centre.

Promoting the use of the building by community groups and corporate organisations

Carry out all duties in accordance with Carney's Community's Equal Opportunities policy.

Administration

As an administrator, you'll need to:

Ensure all data is handled confidentially & within GDPR guidelines. Deal with any enquiries or data requests. Follow up on GDPR requirements and take action on any outstanding points

Use a variety of software packages (including Excel, Microsoft Word and PowerPoint) to manage data and produce documents and reports

Liaise with staff and with external contacts

Manipulate statistical data (Views)

Payroll

Photocopy, scan and print various documents, sometimes on behalf of other colleagues

Organise and store paperwork, documents and computer-based information

Create and maintain filing and other office systems

Keep diaries and arrange appointments

Schedule and attend meetings, create agendas and take minutes - shorthand may be required

Book meeting rooms and conference facilities

Arrange training for staff members

General administrative duties to ensure the organised efficient operation of the building including management of the IT systems to support the booked use of Carney's Community Centre and a record of site users.

Person Specification Essential

Commitment to the aims and objectives of Carney's Community are essential.

Be thoroughly acquainted with safeguarding issues- both in theory and practice.

Good working knowledge of current IT systems including use of Word & Excel and similar programmes to support a computerised booking system.

Excellent and demonstrable organisational and/or administrative skills; with the ability to work under pressure with minimal supervision to prioritise a busy and varied workload

Ability to work unsupervised and with a pro-active approach and high level of initiative to analyse problems and identify solutions

A confident and assertive personality, combined with the ability to carry out duties with good humour, tact and diplomacy

Flexible and willing to work as part of a team

Desirable

Previous work in a similar role with hard to reach and disadvantaged youth and/or young adults is desirable.

Previous experience of using the database Views

Knowledge of GDPR

Knowledge of First Aid

Experience of setting up and maintaining computerised and manual administrative systems.

Interest in physical fitness and sporting activities: in particular boxing and/or other combat sports.

Terms and Conditions

DBS: This post is subject to a satisfactory DBS check

Hours: Full time (24 hours per week) Spread across three working days (9-5pm).

The working of hours can be arranged more flexibly by mutual agreement

Salary: The agreed salary is £14,000 per annum.

Pension: We will offer a workplace pension in line with the current legislation. Employees opting into this scheme nominate their contribution alongside employer's contribution and government tax relief.

Annual Leave: 18.5 days including statutory public holidays.

Probationary period: 3 months with provision for 3 month extension.

Application Process: Please email your CV and covering letter to: alice.jhugroo@carneyscommunity.org