



## **Watford Women's Centre Plus Job Description**

<b>Job Title:</b> Senior Administrator Central Services
<b>Salary:</b> £13.39 per hr
<b>Hours:</b> 21 per week
<b>Place of work:</b> Watford Women's Centre Plus, 83 Market Street, Watford WD18 0PT, some remote working considered.
<b>Responsible to:</b> CEO
<b>Holiday entitlement:</b> 25 days per annum – pro rata
<b>Contract Type:</b> 6 month contract (possible extension)
<b>Job closing date:</b> 31 <sup>st</sup> July 22

### **Summary**

Watford Women's Centre is seeking to appoint an experienced administrator who can work effectively across our service areas and demonstrate a high level of IT and digital skills to create documents, presentations and reports. The postholder will provide central administration supporting our service heads in Education and Training, Domestic Abuse and Counselling as well as some central functions as directed by the CEO.

### **Purpose of the job**

To provide administrative support to the CEO and Service Leads

### **Responsibilities:**

- HR Administration: - contribute to the management and maintenance of HR records, policies and procedures
- Maintenance of holiday and sickness reports for the centre staff.
- Preparing and collating course materials
- Maintaining CPD records and booking training
- Receiving and responding to enquiries by telephone and e mail and providing reception cover when required
- Maintaining and updating Policies and procedures as directed by the CEO and collating the staff handbook
- Inputting confidential data for counselling and training provision as required, ensuring this is accurate and up to date and producing regular reports for Managers.
- Carrying out and maintaining up to date audits of Equipment
- Producing documents, presentations and other communications as required

- Support the centres enrolment process during busy periods
- Liaise with suppliers and contractors
- Attend team meetings and other internal and external meetings
- Support the Quality Processes for the Centre
- Attending weekly team meetings and occasional team away days
- Have good working knowledge of Microsoft Word, Excel, PowerPoint and Publisher
- All centre staff are expected to promote and develop a community spirit within the centre and work within the centre's ethos.
- All centre staff are expected to act as ambassadors for the WWCPPlus at all times ensuring effective and professional communications with the public, colleagues and external agencies

## **Skills and Experience**

### **Essential:**

- A minimum of 2 years previous experience of Administration
- Excellent written and verbal communication skills
- Proactive, able to identify and implement improvements to administrative processes
- High level of competence in the use of all Office 365 products including outlook Excel, PowerPoint and word
- Ability to produce professional documents and presentations
- Adaptable, with the ability to work across different services
- Highly organised, able to manage own workload, prioritise and complete tasks to deadlines.

### **Desirable:**

- Knowledge of IT systems such as Leaner Track, Touchpoint or similar
- Experience of working in the charitable sector.
- Experience of working with and managing a CRM system.

*This job description may be updated by the Manager in conjunction with the Trustees and personnel sub-group from time to time in order to meet the changing requirements of the job. Other duties may be required from time to time in line with the purpose and level of responsibility of the post.*

**This post is open only to women – Section 7 (2) (d-e) applies.**

[fiona@watfordwomenscentre.org.uk](mailto:fiona@watfordwomenscentre.org.uk) Please send your CV to apply or email to find out more.