

Role Profile

Version 4.0 / Date Authorised by Chief Executive Officer: 01.07.24

Job Title: Admin Co-Ordinator **Dept:** Central
Reports to: Information & Data Manager **Reportees:** None

Role Purpose

To provide admin and operational support to all of We Are Survivors support services, ensuring the operational function meets the needs of the primary and secondary beneficiaries.

Main Duties and Responsibilities

- Provide admin function to all We Are Survivors support services (mainly Community Services) and cover for other Admin Co-ordinator(s) absence (when required).
- Undertake appropriate processing of relevant client data, from referral to closure, including data reporting as per contractual obligations.
- Deliver and maintain general daily administration duties.
- Support the function and tasks involved in facilities management.
- Provide general business support ensuring the organisation can execute its day-to-day functions.
- Support the Executive Leadership Team by undertaking admin function and tasks.

Organisational Core Responsibilities

- Always ensure the work you carry out is for the achievement of the mission “to break the silence of the sexual abuse, rape and sexual exploitation of boys & men and support them and their loved ones to engage in positive healing, free from the impact of abuse”.
- Stringently uphold the organisation’s values of transparency, integrity, understanding and responsiveness throughout your work and your representation of the organisation.
- Adhere to strict confidentiality boundaries as you have access to sensitive, restricted and classified information; and ensure that you are fully compliant with all information governance policies set by the organisation and/or Information Commissioners Office.
- Respect individuals right to anonymity within and outside of the organisation.
- Fully comply with the organisations standard operating procedures / quality assurance, guidelines, policies and procedures, ensuring you do not act to compromise the organisational standards.
- To remain aware at all times of your responsibilities for your own health and safety, for the Health and Safety of those directly responsible to you, your work colleagues and any others who may be affected by the operations under your responsibility or control.
- Ensure you comply with all requirements identified within infection control measures and risk management, both nationally and locally.
- To work positively and inclusively with everyone so that Survivors Manchester provides a workplace that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.



- To work flexibly in the interests of the organisation; which may include undertaking other duties provided that these are appropriate to your background, skills and abilities.

Person Specification

The following attributes are **Essential** for this role:

Registration:

- Non applicable.

Qualifications:

- Non applicable.

Knowledge and Experience:

- Experience of supporting individuals / teams with an administration function

Skills:

- Ability to prioritise own work load.
- Good written, verbal and interpersonal communication skills.
- Proficient in the use of Microsoft Office Suite, or equivalent, and electronic database system.

Values:

- Ability to hold and demonstrate in your conduct the adherence to the organisational values of *Transparency, Integrity, Understanding and Responsiveness*.
- A commitment to respecting diversity, inclusion and ant-oppressive practice.

The following attributes are **Desirable** for this role:

Registration:

- Non applicable.

Qualifications:

- Non applicable.

Knowledge and Experience:

- Experience of being part of an administration function / department.
- Experience of working within a highly confidential setting, adhering to information governance.
- Understanding of issues relating to rape and sexual assault, particularly those relating to boys and men.
- Experience of working within the voluntary, community or social enterprise (VCSE) sector.

Skills:

- Effective and accurate minute taking.
- Organising meetings (including diary management, communications, organising space).

Values:

Non applicable.