



# Sefton CVS

Supporting Local Communities

## JOB DESCRIPTION

<b>Job Title:</b>	Data administrator
<b>Salary:</b>	£19,838 (£11,902 pro rata)
<b>Location:</b>	Sefton CVS, Burlington House / Hybrid
<b>Hours:</b>	21 hours
<b>Term:</b>	Fixed term for 12 months initially
<b>Responsible to:</b>	Health Programmes Manager
<b>Benefits:</b>	26 days annual leave (plus bank holidays), rising to 29 days after 5 years' service. Company pension scheme with contributions of 6%. 24/7 Employee Well-being Assistance Programme. Life Assurance of 2 x annual salary. Income protection scheme (illness). Flexible working.

We pride ourselves on being an inclusive and supportive employer

Our vision is to develop a vibrant voluntary, community and faith sector that encourages and supports independent, resilient and sustainable communities.

### Job Purpose:

Sefton CVS in partnership with commissioners are delivering a number of community based health projects. The purpose of this role is to provide administrative support for a range of teams.

### Main Duties and Responsibilities:

1. Support the smooth pathways of referrals from Primary and Secondary Care, and support the team leaders in ensuring the referrals are appropriate and allocated in a prompt timely manner.
2. To input accurate and timely data into the team's database and systems and analyse agreed data sets for each team in accordance with the outcomes & outputs of the projects.



3. To collate and store sensitive data in accordance with Sefton CVS information governance and data protection standards
4. To provide support to the team leaders in monthly and quarterly reports, and any other requested reports specific to each project.
5. To collate and distribute information to partners and residents using appropriate means of communication including electronic means.
6. Deal with correspondence, telephone and personal enquiries relating to appointments, cancellations and information.
7. To attend team meetings, write minutes and distribute to relevant team members.
8. To be accountable for ensuring that work diary is maintained in accordance with Sefton CVS's Records Management and Information Governance policies.
9. To be accountable for ensuring personal compliance with all Sefton CVS's policy and procedures including safeguarding children and adults and health and safety alerting the line manager of any issues or concerns in relation to delivery of the service.
10. Be flexible and undertake other duties as may be reasonably required within the general terms of the job description.

## **General**

You will be required to participate in staff development and use all relevant learning opportunities to improve personal skills.

You will be required to confirm their eligibility to work in the UK in order to comply with employment legislation.

Where the job involves engaging in regulated activity, the successful candidate will be required to undergo a Disclosure and Barring Service (CRB) enhanced check before appointment is confirmed.

## **Confidentiality**

You must maintain the confidentiality of all information and records relating to the work of Sefton CVS, in accordance with the organisation's procedures and policies.



## Equality, Diversity and Inclusion

Sefton CVS operates an equal opportunities policy and is committed to a programme of action to make this policy effective.

We actively encourage and welcome applications from everyone, including people who are underrepresented in our organisation. The more diverse our workforce, the better we represent and can deliver for our communities.

### Navajo Charter Mark (LGBTIQA+)

Sefton CVS is committed to being an LGBTIQA+ friendly employer and provider of services.

In recognition of this, we were awarded the Navajo Charter Mark for the steps we have undertaken to improve, and ensure the continued improvement of, our employment practices, service design, service delivery and access for LGBTIQA+ people within our communities.



Sefton CVS actively encourage and welcome people from LGBTIQA+ communities to apply for our job vacancies.

### Disability Confident Employer

Sefton CVS have been awarded the Disability Confident Employer accreditation (previously Disability Two Ticks) in recognition of our commitment to the recruitment, employment, retention and career development of disabled people.



**What we mean by disability:** The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

**Guaranteed Interview:** The Disability Confident Employer accreditation includes a guaranteed interview for any disabled applicant who meets the common and specific requirements for a job.

**How to apply:** If you feel you are eligible for a guaranteed interview under the Disability Confident scheme, please complete and return the form found at the end of the Job Application document.



## Additional Information

Unfortunately, owing to the number of applications received, it is not possible to offer individual feedback to candidates who have not been shortlisted.

If you have not been contacted within 2 weeks of the closing date, please assume that you have not been shortlisted on this occasion and please accept our thanks for your interest.



## PERSON SPECIFICATION

The post-holder will need to demonstrate that they have the skills and experience in each of the following areas and will be required to respond to each of the requirements listed below.

REQUIREMENTS	E/D	
<b>QUALIFICATIONS/SPECIAL TRAINING</b>		
<ul style="list-style-type: none"> <li>Royal Society of Public Health Level 2 Health Trainer or Educated to NVQ Level 3 in health care or equivalent in a relevant field.</li> </ul>	D	Application
<ul style="list-style-type: none"> <li>Evidence of continued professional development appropriate to the role</li> </ul>	E	Application/Interview
<b>KNOWLEDGE/SKILLS</b>		
<ul style="list-style-type: none"> <li>Able to demonstrate a commitment to and understanding of confidentiality in relation to the post, including an understanding of GDPR requirements.</li> </ul>	E	Application/Interview
<ul style="list-style-type: none"> <li>Ability to prioritise and organise own work load.</li> </ul>	E	Application/Interview
<ul style="list-style-type: none"> <li>Ability to evaluate and implement appropriate service developments with support from managers.</li> </ul>	E	Application/Interview
<ul style="list-style-type: none"> <li>Excellent communication and interpersonal skills.</li> </ul>	E	Application/Interview
<ul style="list-style-type: none"> <li>Ability to work independently, under pressure with flexibility.</li> </ul>	E	Application/Interview
<ul style="list-style-type: none"> <li>Excellent team working skills.</li> </ul>	E	Application/Interview
<ul style="list-style-type: none"> <li>A clear understanding of the principles of health improvement and behaviour change.</li> </ul>	D	Application/Interview
<ul style="list-style-type: none"> <li>Willing to work flexibly outside normal working hours to meet the needs of the service.</li> </ul>	E	Application/Interview



<b>EXPERIENCE</b>		
<ul style="list-style-type: none"> <li>Understanding of working with challenging client groups, e.g. mental health service users, those with substance misuse problems, people with learning difficulties, people with long term health conditions etc.</li> </ul>	D	Application/Interview
<ul style="list-style-type: none"> <li>Experience of managing and using databases, developing presentation materials &amp; reports.</li> </ul>	E	Application/Interview
<b>PERSONAL REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>Self-motivated and resilient</li> </ul>	E	Application/Interview
<ul style="list-style-type: none"> <li>High levels of emotional intelligence</li> </ul>	E	Application/ Interview
<ul style="list-style-type: none"> <li>Full drivers license and use of a vehicle for work</li> </ul>	D	Application

## **Common Requirements that are essential for all Sefton CVS posts**

### **Personal Skills**

- High levels of emotional intelligence.
- Ability to use own initiative.
- Self-motivated and resilient.

### **Communication Skills**

- To effectively communicate with different groups and individuals in various situations.

### **Interpersonal Skills**

- To be able to form good working relationships with people from a wide range of social, cultural and ethnic backgrounds to enable you to achieve your goals and also to promote the reputation of Sefton CVS.



## **Organisational Skills**

- To be able to plan and organise your own workload and manage your time.
- To be able to set up and maintain appropriate systems for the management and accurate recording of your work and the progress of others.

## **Team Working**

- To be able to contribute to the Sefton CVS team and its overall effectiveness.
- To share skills, expertise and ideas with other CVS projects.

## **Information & Communication Technology**

- Fully IT literate; to be able to use Microsoft Office software such as Outlook, Zoom, Word and Excel independently and effectively.

## **Equal Opportunities**

- To be committed to and understand equality, inclusion and diversity practice and implementation in the workplace.