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| **Job Description and Personal Specification** | |
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| **Role:** | Data Administrator |
| **Place of work:** | West Mercia |
| **Hours of work:** | 37 hours per week |
| **Salary/Grade** | Operational Support c£23,575 – £25,500 |
| **Reports to:** | Senior Service Manager – West Mercia Child Exploitation Service |
| **Level of screening:** | Enhanced DBS |
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| Who we are | |

Catch22 exists to help build a society where everyone has a good place to live, good people around them, and a fulfilling purpose. [We call these our '3Ps'.](https://www.catch-22.org.uk/about/our-vision/)

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| Where you fit in | |
| Our West Mercia Integrated Child Sexual Exploitation and Child Criminal Exploitation service works with young people aged 8-18, who are experiencing or at risk of child sexual exploitation (CSE) or Child Criminal Exploitation (CCE).  The Data Administrator role will undertake various administration and data capture tasks for Service, ensuring the data management process operate efficiently. Additionally this role will assist with extracting data for reporting and analysis. |
| Main Duties & Accountabilities | |

We achieve this in two ways. First, we improve lives on the frontline through delivery of public services. Secondly, we use our knowledge to change 'the system', to fix the complex web that can trap and disempower those it was set up to help. With the heart of a charity and the mind-set of a business, we are uniquely placed to deliver on this challenging agenda.

* The role will require providing agile administrative support across the service.
* Organising and monitoring basic project finances, including placing orders, reconciliation of petty cash and processing invoices for payment.
* Maintaining database systems, inputting data and producing data returns as required by funders. This includes recording information on case management systems and service databases and extracting data reports to support service monitoring requirements.
* Taking responsibility for the Health and Safety of the office bases, including undertaking regular Health and Safety audits, supporting the manager with ensuring compliance with legal requirements and undertaking risk assessments
* Preparing papers for meetings, including typing, photocopying, collating and distribution.
* To take minutes of team meetings and other meetings as appropriate, including typing and distribution
* Arranging appointments and keeping diaries
* Liaising with Project Staff, service users and partners, ensuring effective exchange of information. Production of marketing materials for service events and assist staff with fundraising opportunities.
* Preparing meeting rooms, organising lunches and other requirements for meetings, project activities and events.
* Assisting with the set up and maintenance of case files, ensuring confidentiality is maintained and files are held and archived securely and in accordance with data protection legislation
* Maintaining stationery and other resources
* To undertake training as agreed with the line manager to develop personal skills and enhance the service
* Comply with Catch22 Health and Safety policies and procedures
* To promote and embed Catch22’s vision and values in local service delivery
* To carry out such other relevant duties as may be required and as are commensurate with the nature and level of this post.
* Maintain and update professional knowledge and competencies ensuring that you are up-to date on all relevant Catch22 policies and procedures and are working in line with local and governmental frameworks. To include attending any relevant external local safeguarding board training where appropriate.
* To manage your time and activities safely and effectively, to meet with the priorities and delivery requirements of Catch22; contributing to achieving the standards of care, quality and positive outcomes required
* To ensure effective communication and liaison with partner agencies and local groups.
* To act as an ambassador for Catch22, upholding and promoting our corporate values.

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| What does good look like for this role? |

* Service is delivered safely, and risks are identified and managed appropriately.
* Service outcomes are achieved.
* Service users have a positive experience and achieve their goals.

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| : Person Specification | | | |
| **COMPETENCY** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT** |
| **QUALIFICATIONS** | * GCSE grade C or above in English & Maths or equivalent | * A qualification in administration, IT or related field | Application form and certificates |
| **KNOWLEDGE & EXPERIENCE** | * Experience of an administrative role * Experience of using Microsoft Office programmes, particularly Word and Excel and Office 365 * Experience of using recording and data management systems | * Experience of working within a youth, community, or family support service | Application form/Interview |
| **SKILLS & ABILITIES** | * The ability to relate to people from different and diverse backgrounds * Able to maintain confidentiality and to share information appropriately and professionally * Good organisational and administrative skills, knowledge of office skills and procedures * Ability to organise own work schedules and effective time management skills * Good knowledge and practical experience of word processing, databases and spreadsheets and experience of the internet * High standard of English Language, as well as good written and verbal communication skills * High level of competence in typing, including formal presentation or letters, reports and other documents * Ability to work efficiently within a team |  | Application form/Interview |
| **OTHER** | **Personal Qualities**   * Flexibility and an enthusiastic approach * Self-motivation, ability to show initiative, make decisions and work as part of a team |  |  |