



Job Title: Furness Centre - Centre Administrator
Accountable to: Head of Operations through Development Officer
Reporting to: Development Officer
Working Hours: 22.5 hours per week (flexible working to meet needs of the role)
Salary: £19,882 pro rata
Location: Furness Centre, Barrow with occasional travel to other CancerCare centres

Job Purpose

To provide a comprehensive administrative support service to the Furness Centre, Barrow ensuring the centre runs efficiently and effectively. To work without supervision, guided by policies and procedures and knowledge of service goals and requirements.

Principle Responsibilities

Administration

To provide and co-ordinate a range of administrative services for the centre, including client referrals.

To ensure smooth and efficient running of the centre.

To prioritise workload to meet agreed timescales.

To maintain diaries and arrange appointments and deal with any correspondence.

To organise site inductions for new staff, visitors and contractors.

To be responsible for sourcing, ordering and auditing resources including stationery and housekeeping.

To maintain an effective filing and archive system.

To open, stamp and distribute internal and external mail.

To provide reception cover as needed, to supplement that which can be provided by volunteers.

Receive telephone calls and deal with enquiries about services appropriately and promptly demonstrating a sensitive and tolerant approach to all service users, visitors and telephone callers and then accurately relay the messages to the relevant staff.

To organise and/or attend relevant meetings, which require preparation and distribution of agendas, venue organisation, minute taking, action plans, production of minutes and arranging refreshments.

Maintain room booking system, dealing with amendments as necessary and produce Weekly Activity Schedule.

Oversee sale of goods liaising with Slynedaes centre administrator regarding sourcing and purchasing.

Financial

Ensure all cash, cheques and donations are counted and entered onto ThankQ database and relevant paperwork is completed. Reconcile weekly with Finance.

To make payments from Petty Cash when necessary.

Manage cash sales and sale of goods, order Christmas cards, keeping an audit trail of goods.

Complete weekly banking.

To liaise with Finance regarding invoicing.

Monitor and maintain the list of collection tins sent out from the Furness Centre.

Health & Safety

Responsible for day to day Health and Safety and prompt reporting of faults. Ensure Health & Safety tasks are completed within remit supported by Head of Operations ie quarterly fire marshal reports, emergency light checks.

Responsible for the security of the building and, working with nominated key holders, respond to any incidents and call-outs.

Ensure COSHH register is up to date and reviewed annually.

Ensure Personal Emergency Evacuation Plans are completed and review with the therapists.

Coordinate any H&S Training as required.

Ensure fire alarms are tested weekly and recorded and act as Fire Marshal.

Ensure all accidents, incidents and near misses are recorded and First Aid Boxes stocked.

Act as Line Manager to the cleaner ensuring centre is clean and cleaning products ordered and COSHH data sheets completed.

Liaise with external contractors.

Other Duties

January 2019

- Ensure good communication with all staff within CancerCare and with external agencies.
- The post holder is expected to comply with all relevant CancerCare policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information.
- Promote the aims and vision of CancerCare and safeguard its good name and reputation at every opportunity.
- The post holder will be working in a changing organisational environment and may be expected to undertake other appropriate duties for the effective operation of CancerCare.