



People First Dorset

Secretary/Administrator

- Employer:** People First Dorset
- Posted:** 26 November 2018
- Job Starts:** as soon as possible after interview
- Contract:** Six month contract, with possible extension dependent on funding
- Hours:** Part time (flexible 25hrs per week)
- Salary:** £8.15 per hour
- Location:** Dorchester, Dorset (county-wide travel required)

For more information or an informal chat, please contact us on 01305 257600, leaving your name and number, and we will call you back.

How to Apply: CV and covering letter, each of which to be no more than 2 sides long. Your covering letter should give us clear evidence of how you meet the requirements in the person specification and job description. What we want to see is for you to demonstrate your ability to carry out the role!

Deadline: Applications must be received by 9am on Friday 14th December 2018:-

- By email: office@peoplefirstdorset.org.uk
- By post: Laura Dunne, People First Dorset, 2, Herringston Barn, Dorchester, Dorset, DT2 9PU.

Interviews: will take place on Wednesday 19th December 2018, at our offices in Dorchester.

People First Dorset: We are a small, dynamic and creative user-led charity, running a variety of different projects, including Speaking Up groups, the Quality Checkers and the Friendship Club. We support people with learning disabilities to speak up and lead change. Find out more about us at www.peoplefirstdorset.org.uk.

This is a fantastic opportunity to join a small, user led and dynamic organisation which is committed to improving the lives of people with learning disabilities. The successful post-holder will initially work alongside the People First Dorset website manager. Primary responsibilities will be administration of office function, to include utilities, taking minutes, business rates, personnel files, writing up reports, filing, data input.

People First Dorset has an excellent and well-deserved reputation for delivering high quality user engagement services. We are seeking to appoint an experienced, motivated and confident individual. Candidates will have experience of office administration.



You will be expected to work your hours in a flexible way, will have access to a pension plan and the use of a pleasant office, 2 miles north of Dorchester.

Length of Contract

This is a six month contract, subject to performance. We hope that, subject to funding, we will be able to extend the contract beyond the initial six month period. There may also be opportunities to work on other projects, depending on your skills and experience.

Equality and Diversity

People First Dorset employs people and runs its projects in a fair and inclusive way. We value diversity. We work to stop discrimination, bullying and harassment. We promote fairness and equality for all.



Job Description

People First Dorset Secretary/Administrator

Main Purpose of Role

The secretary/administrator will provide day to day administrative support to the People First Dorset staff team, to enable the charity to perform with efficiency and maintain its direction and ethos. It will be necessary for the Administrator to initially work closely with the Deputy Manager and the staff team, to develop a good understanding of the charity and the requirements of the role

Position in Organisation

Reports to People First Dorset Deputy Manager
Responsible for any volunteers supporting this role

Scope of role

- To maintain and support requirement for confidentiality in relevant areas of PFD work
- To support the People First Dorset team to oversee day to day admin function of the charity
- To be flexible and reactive in supporting the different projects – typing up minutes, preparing letters, mailshots
- Taking minutes at staff meetings and other meetings as required
- To keep updated filing records in office
- Inputting data as required
- Answering phone calls and taking messages
- To oversee utility services and business rates, including securing best deals possible
- To work with Manager and Deputy Manger to enhance running of People First Dorset
- To work with team to ensure tidiness of office
- Be an active part of People First Dorset. Meet regularly with People First Dorset staff team to develop good understanding of other projects, and offer peer support.
- Attend and support regular internal meetings, including AGM
- Willingness to learn new tasks and improve administration procedures
- Any other tasks or duties as appropriate to the role, including additional related work streams



Areas of accountability

Responsible for volunteers working on admin function

Key Interfaces

- People First Dorset Manager and Deputy Manager
- People First Dorset Staff team
- People First Dorset Members, families and carers.
- Professional organisations
- Members of People First Dorset
- Utility providers