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| **JOB DESCRIPTION** | **TILT PROJECT ADMINISTRATOR** |

**1. Post Details**

Post Title: TILT Project Administrator

Location: The Tilt Project, London SE2 0AY

Salary Scale/Grade:

Line Manager: Project Manager/ Deputy Manager

**2. Job Summary**

* 1. To provide administration support and assistance to the Project. The principle tasks of the Project Administrator, given below, do not represent an exclusive or static list of responsibilities. From time to time the job description will be reviewed and amended, to reflect the change in demands of the work.

**3. Main Relationships**

* 1. To report to the Project Management Team.
  2. To develop and sustain positive working relationships with the Project Team, The Oxleas in-reach team, all relevant managers and project teams, employees and external partners.
  3. To interact and support residents in a boundaried and non—judgemental way.
  4. To liaise with relevant teams and organisations in order to provide administrative support as required.

1. **Main Duties**
   1. To answer general telephone enquiries and transfer the call to the relevant member of staff or service.
   2. Undertake general administrative duties including but not limited to: photocopying, faxing, scanning documents, mailing and filing.
   3. To prepare and edit documents using Microsoft Office.
   4. To maintain hard copy and electronic filing systems as directed.
   5. To ensure that stock and ordering of stationary is undertaken for the Project and best provider on price is researched and agreed with Head Office Administrator.
   6. To attend the weekly Clinical Meeting, and take minutes, complete and distribute the weekend handover document, by 5pm on Friday evening (the same day).
   7. To take minutes at the Project Referral Meetings and to distribute to all relevant parties within one week.
   8. To prepare the folders for the weekly clinical meetings.
   9. To take the minutes at the Project Team Days and distribute within one week along with the relevant actions.
   10. To take minutes at the quarterly Project Steering Group meetings and distribute.
   11. To complete the weekly Petty Cash, return and send to the Finance Department.
   12. To complete invoices for approval and send weekly to Finance, liaising as required.
   13. To take responsibility for the design, update and communication of all standard staff forms liaising with Head Office at all times in any changes.
   14. To interact with external clients creating a positive and professional perception of Bridge Mental Health.
   15. To manage a list of preferred contractors and arrange appointments as necessary.
   16. To attend regular Health and Safety meetings, and implement actions as required, liaising with Head Office.
   17. To ensure that all shifts are covered on the twenty-four-hour rota on a daily basis.
   18. Monitor the rota for accuracy and update as required.
   19. Maintain the Annual Leave Schedule and ensure that all relevant paperwork is completed by all staff.
   20. Develop relationships with Bank and Agency staff to enhance the team dynamics.
   21. To be the onsite appointed Health and Safety contact for the Health and Safety Officer and to attend Quarterly Health and Safety Committee Meetings.

**5. General Terms of Reference**

5.1 Seek to improve his/her own performance, contribution, knowledge and skills, and participate in training and developmental activities as required.

5.2 Ensure the implementation of Bridge’s Diversity and Equality policy statement.

5.3 Comply with Health and Safety policies and procedures.

5.4 Ensure the implementation of Bridge’s policies and procedures.

5.5 Carry out other relevant duties, commensurate with the nature and grade of the post, as required.

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| Bridge Mental Health | PERSON SPECIFICATION – TILT PROJECT ADMINISTRATOR | |
| CRITERIA | ESSENTIAL | | | DESIRABLE | |
| **Qualifications/**  **Experience** | * Good level of maths and written English | | |  | |
| **Knowledge** | * Knowledge of standard office administrative practices and procedures | | |  | |
| **Skills/ Abilities** | * Organisation and planning skills * Excellent communication skills – written and oral * Good organisational skills * Able to interact with residents in a boundaried and non-judgemental way * Able to show initiative * Judgement and decision making skills * Attention to detail and accuracy * Unwavering commitment to confidentiality * Proficient computer skills and in depth knowledge and skills in MS Office Suite | | |  | |
| **Equal Opportunities** | * Awareness of equal opportunities best practice and implications in supporting service delivery | | |  | |
| **Other** | * Able to self manage and prioritise * Willing to be flexible and respond to priorities as required * Willing to undertake training, as required. * Willing to work in an environment where there are people with long and enduring mental illness. * Awareness of Health & Safety practice | | |  | |