

Home-Start is committed to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults



Job Title: Home-Start Northampton Office Manager/Administrator

Employer: Home-Start Northampton, Martin House, 24 Hazelwood Road, Northampton NN1 1LN

Grade: Scale 3 point 6, £23,893 pro rata. 2024/25 increase pending

Hours of work: 20 hours/week over 4 days

- Contract 52 weeks per year with annual leave; or
- Contract 46 weeks per year with annual leave and all half-terms off (3 weeks) and 1 week at Easter, Christmas and Summer holidays (3 weeks) totalling 6 weeks unpaid; or
- A combination – open to discussion

Responsible to: The Home-Start Northampton Manager

Summary of job

To provide administrative and business support to the employees of Home-Start Northampton and the Board of Trustees.

To undertake all expected administrative duties, data collection, financial monitoring and provide office support to the team to ensure the smooth running of the service with efficient office management.

To maintain a positive and friendly company image by acting as the first line of contact to visitors, families, stakeholders, partners, staff, in person, online and via telephone

Main Responsibilities and tasks

- General office duties including database management, management of the schemes website, photocopying, diary management, electronic filing and processing incoming and outgoing mail, including voicemail.
- Ensuring good communication with all scheme stakeholders, ensuring good practice in equality, diversity, inclusion and fairness.

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- Provide a welcoming first point of contact to the scheme through face to face and telephone contact.
- Providing a comprehensive Board meeting support. Working with Chair to design agendas, pro-actively call for Trustee reports and matters arising. Compile agenda with reports and distribute ahead of Board meetings. Take meeting notes and draft notes for Chair approval.
- Inputting data to the Home-Start monitoring and evaluation online system in a timely manner, as directed by the manager and co-ordinators.
- Providing administrative support to assist in the recruitment and support of volunteers.
- Process, alongside staff, referrals and close client records as required.
- Working with all other members of the team to ensure good safeguarding practice in all aspects of the scheme's work.
- Assisting with hospitality for visitors to the office.
- Assisting the manager/co-ordinators to maintain efficient, accurate and confidential records, including statistical collection and collation.
- Preparing reports, newsletters, minutes of meetings and publicity material in conjunction with staff or Trustees.
- Supporting events and meetings as required.
- Administering petty cash and the payment of volunteers expenses.
- Maintaining and monitoring day to day accounts via Xero system.
- Maintaining supplies of stationery and office sundries.
- Ensure, alongside manager and lead trustee, the office environment complies with and maintains a high level of Health and Safety in accordance with legislation. Proactively recording when compulsory checks have taken place.
- Complying with all Home-Start policies and procedures
- Proactively network within the community to promote Home-Start Northampton and recruit volunteers

The post holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the post as detailed above.

This job description is current as at June 2024.