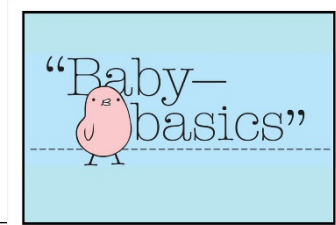


Job Description

TITLE: Baby Basics Administrator (Sheffield)



OVERVIEW:

The Baby Basics Administrator will support with general administration for Baby Basics – Sheffield, in its aim of helping to provide essential equipment, clothing and toiletries to and families with children 0-5 yrs in need across Sheffield. The role will require good administrative and communications skills.

The post holder will be line managed by the Baby Basics Sheffield Co-Ordinator.

KEY SKILLS:

- Some knowledge of Baby Basics operations across Sheffield/UK and willingness to learn more.
- Ability to plan & organise tasks.
- Good Computer skills.
- Strong interpersonal skills and the understanding of how to deal with volunteers and referring bodies.
- Good Communication - both written and oral.
- Good organisation and time management skills.
- Ability to work as part of a team.
- Willingness to work flexibly on occasions.
- Experience of working with or alongside external agencies and / or the voluntary sector would be advantageous.

PERSONAL ATTRIBUTES

- Support the Christian values of Baby Basics UK
- Ability to work both on own initiative and as part of a team.
- Ability to work under pressure and to deadlines.
- Honesty and integrity.
- Dedication and commitment.
- Value all the people who come into contact with or work in Baby Basics.

SPECIFIC DUTIES & RESPONSIBILITIES:

General

To support the Sheffield Co-Ordinator.

- ◆ To manage emails & phones for the Sheffield Centre during opening times.
- ◆ To ensure that requests are dealt with quickly.
- ◆ To support with referral collections & donations during centre opening times.
- ◆ To complete general admin tasks of the Sheffield Centre.
- ◆ Maintain and build upon the good relationships Baby Basics enjoys with a range of referrers into the project.
- ◆ Maintain good records of requests as they come in and go out.
- ◆ To support events for Baby Basics Sheffield.
- ◆ To work closely & communicate effectively with other Part Time Administrator and the rest of the staff team & volunteers.

Hours: 16 hours per week (Tuesday 1pm - 4.30pm, Wednesday 1pm – 4.30pm, Thursday 9am – 4pm, Friday 9am -11.30am)

Holiday: 25 days plus Bank Holidays pro rata

Pay: £11.44 per hour (7% pension contribution)

To apply

Please send CV & Covering letter explaining how your experience makes you the right person for this role to cat.ross@baby-basics.org.uk

Closing Date for Applications

22nd April 2024

Interview Date

If shortlisted –10th May 2024