

Steady and Stable Administrator

JOB DESCRIPTION

- ROLE:** Steady and Stable Administrator – Part Time
- RESPONSIBLE TO:** Senior Clinical Exercise Specialist: Falls Prevention
- JOB PURPOSE:** To ensure effective and efficient processing of Steady and Stable data and administrative systems.

MAIN RESPONSIBILITIES:

- Responsibility for ensuring all incoming calls are recorded and dealt with efficiently/ effectively and timely.
- Responsibility for ensuring referrals are contacted for enrolment and booking.
- Ensuring that all users of the service are dealt with patiently, positively and effectively.
- Management and direction of all incoming and outgoing post, email and other documents.
- Ordering and maintaining supplies of stationery /forms/ publicity and other materials and refreshments.
- Monitoring availability of publicity and ensuring material is copied, packed and ready for distribution.
- Performing administrative work for the Senior Clinical Exercise Specialist (and other staff as instructed by the Senior Clinical Exercise Specialist).
- Maintaining accurate databases and compiling and updating registers.
- Maintaining a neat and orderly office environment.
- Improving and maintaining current filing systems.
- Any other duties that may from time to time be required.

PERSON SPECIFICATION

ESSENTIAL SKILLS AND EXPERIENCE:

- A genuine willingness to work with older people who have a variety of medical conditions, whilst adopting an empathetic approach.
- Reliable, flexible and the ability to manage time effectively whilst juggling multiple tasks.
- Ability to work on own initiative and as part of a multidisciplinary team.
- Strong IT skills (e.g. excel) and the ability to interpret data.
- Excellent attention to detail.
- Excellent interpersonal skills and the ability to build great relationships with members and work colleagues.
- Excellent communication skills – verbal and written.
- Self-motivated and enthusiastic.
- Ability to work with a wide range of people.
- Ability to cope with change.