Person Specification

Job Title:	Business Support (Administrator) - Post Approval and Domestic Adoption Teams
Service:	CoramIAC
Reporting to:	Team Manager
Salary Range:	£23,933 per annum
Work Pattern	Full Time
Contract Type	Permanent

Qualifications

They will have experience of administration ideally in a social care setting and should be computer literate.

Well-developed numeracy and literacy skills with GCSE Maths and English Qualifications or equivalent.

Knowledge, Skills & Experience

- Proven office experience and as an administrator.
- Computer literacy and keyboard skills with advanced ability in Microsoft Office;
- Proven experience of using IT packages including word processing, spreadsheets, databases and Windows applications;
- Experience of working within strict codes of confidentiality;
- Has excellent written and oral communication skills;
- Must work with an eye to detail and take pride in achieving work of the highest quality;
- Confident telephone manner;
- Customer service skills;
- Can demonstrate an ability to multi-task, and prioritise;

- Problem-solving skills;

- Is organised and effective and able to work in a creative and flexible manner;

- Minute taking.

Knowledge, Skills & Experience

- To work independently and remotely as part of a team of dedicated and expert colleagues;

- To use and maintain Coram IAC systems and manage the response to demand consistent with performance indicators and targets;

- To safeguard and protect vulnerable adults and children in accordance with Coram IAC's Policies and Procedures at all times;

- To attend all relevant meetings concerned with planning, developing, delivering, evaluating, and promoting the wider agency services;

- To support the development and delivery of all aspects of an outstanding adoption support service;

- To take up such opportunities for training, development and appraisal provided by the agency;

- To undertake any such other tasks as may be reasonably requested from time to time by the management and leadership team.