Job Description

Title:	Regional Support Administrator
Contract:	**Fixed Term Contract until 31/01/2027**
Team:	OCP Midlands Region
Location:	Oasis Community Hub Warndon (will require regional travel to Birmingham as needed)
Hours:	10 Hours per week (Monday 8.45-2.45, 4 hours flexible)
Grade:	Grade F
Report to:	Oasis Community Hub leader (Warndon)
Overall purpose of job:	To provide administrative support to the Oasis Hub Team, ensuring the smooth and effective running of our community projects.

Context for role

Our vision is for community – a place where everyone is included, making a contribution and reaching their God-given potential.

We have been pioneering sustainable, holistic community development for 40 years. We work in many communities affected by inequality that impacts all areas of life. We work in a joined-up way across our communities to create change – economically, socially, physically, spiritually; in education, housing, justice, health, youth, and family support; with people of all ages and in all situations.

At Oasis, we are driven by the passionate belief that each human being is uniquely valuable and of equal importance. It informs our inclusive ethos, which we hope is obvious wherever and whenever someone encounters Oasis and permeates through everything we do.

Our five ethos values:

- A passion to include everyone
- A desire to treat everyone equally, respecting differences
- A commitment to healthy and open relationships
- A deep sense of hope that things can change and be transformed
- A sense of perseverance to keep going for the long haul

Job Purpose

This role will be to support our youth and community work in the Midlands Region. The role will require the individual to:

- complete a range of administration tasks to support the smooth running of the local hub projects.
- Promote the Community Hubs through various social media platforms.
- Support the team with the implementation and effective use of the EVIDE data management system.
- Assist the regional director with administrative tasks as required.

Role Description

Assist the local hub teams and regional director with regular administration duties, these will include:

- Ensure EVIDE is kept up to date with all users' information and all projects and programme data effectively collated and recorded.
- Ensure data capturing forms and tools are up to date and collate the correct, necessary information.
- Run regular reports (as required by the local leaders) to ensure effective oversight of local programmes and for funding and monitoring purposes.
- Ensure local staff are effectively using EVIDE to record project data, highlighting any issues or training needs to the hub leads.
- Champion effective data collection and the EVIDE system with the local teams
- Implement and maintain a strong social media presence for Midlands Community Hubs, liaising with Hub leads to ensure new material is captured within delivery.
- Create social media content, including videos and graphics.
- Ensure consistent brand, tone, voice and visual identity across all channels.
- Support Hub Leaders to identify and network with local partners to increase the reach of Oasis Community Hubs in the Midlands region.
- Support the OCP Regional Director with administrative tasks as required.

General Administration

- Support the wider team with coordinating timetables for activities.
- To carry out any other duties as may reasonably be required by line manager.

Responsibility for Resources

Delegated use of project budget and accountability of project resources, as relevant.

Physical

This role requires the post-holder to be physically present within the Oasis Midlands Region in order to fulfil certain tasks. Whilst the majority of the time will be based in Oasis Community Hub Warndon, there is an expectation the post holder will travel to Birmingham Hubs at least once per calendar month.

All roles are required to take every opportunity to raise support for the Oasis Community Movement and actively participate in the wider life of their local hub and the Oasis Family.

Oasis is committed to safeguarding and promoting the welfare of vulnerable children and adults. We expect all staff to share this commitment and to undergo appropriate checks, which may include an enhanced DBS check.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Signed:

Employee:		Line Manager:	
Print Name		Print Name	
Date		Date	

Person Specification

Administrator

	Essential	Desirable
Qualifications	• GCSE English and Maths Grades or equivalent • Relevant experience in a business admin role	• Business & Administration Level 3 • Evidence of further study or training at level 3 • Training in Microsoft Excel package • Certificate in IT/Computer • Finance Studies Certificate/ Experience working within finance systems

Job knowledge/ Experience	• Experience of working in an administrative role. • Strong computer literacy. • Excellent oral/written communication skills. • Excellent mathematical skills. • Excellent analytical skills and attention to detail • Experience with Social Media promotion across multiple platforms • Able to function in diverse settings and with a wide range of people. • Flexible approach to changes in circumstance. • The ability to manage a range of different responsibilities.	• Practical grasp of the EVIDE Impact Tracker or experience of working with systems that track data on beneficiaries • Knowledge of Data Protection • Experience of working with regulatory systems eg compliance • Experience of compiling fundraising bids
Skills	• Keeping accurate records. • Presenting data. • IT literate, use of MS Office and Excel. • Quality focused in all aspects of work. • Minute taking. • Friendly and able to adapt to a busy working environment. • Punctual, reliable and honest. • Awareness of confidentiality and sensitive to people in crisis.	• Delivering training with others in areas of expertise
Personal Qualities	• Self-motivated. • Flexible. • Reliable. • Able to work alone and as part of a team. • Able to work well under pressure, prioritise a heavy work load and work both reactively and pro-actively.	

	• Commitment to safeguarding and promoting the welfare of children and young people with a willingness to undergo appropriate checks, including enhanced DBS checks. • Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos. • High levels of intrinsic motivation. • Have a high degree of integrity, tact, diplomacy and organisational spirit. • Have hands on approach and be a team player. • Have a proven understanding of confidentiality in a community setting	