

# the SOURCE.

## The Source Young People's Charity Transforming lives

<b>Organisation;</b>	The Source Young People's Charity
<b>Job Title:</b>	Support Services Administrator
<b>Salary:</b>	£10 per hour
<b>Hours:</b>	4 hours per week - 2 hours x 2 days per week (not Fridays)
<b>Contract Length:</b>	Permanent – additional hours may be available as our services develop

An exciting opportunity has arisen for an experienced Administrator to join our Team at The Source Young People's Charity. You will provide Administrative Support to our Support Services Manager who leads our Anger Management, Counselling and Mentoring services for young people.

You will need excellent administrative and IT skills and a good understanding of working in a health / social care setting.

This post requires an enhanced DBS disclosure. Job description below.

Closing Date: 9.00am on Monday 24<sup>th</sup> July 2017.

To apply please send your CV and covering letter via email or by post to Ellie Jones our Director.

The Source Young People's Charity  
Suite 3  
Wesley Chambers  
Queens Road  
Aldershot  
Hampshire GU11 3JD  
Tel: 01252 333330  
Email: [ellie.jones@thesourceforyou.co.uk](mailto:ellie.jones@thesourceforyou.co.uk)

Please also contact Ellie if you would like more information about this role.



## **Job Description**

Post Title: Support Services Administrator  
Organisation: The Source Young People's Charity  
Reporting to: Support Services Manager

### **Primary Job Function**

To provide the Support Services Manager with general administrative support.

### **Duties and Responsibilities:**

1. To provide general administrative support for the Support Services Manager e.g.
  - Typing, filing, booking meetings and diary management
  - Responding to enquiries and emails
  - Liaising with families, professionals, staff and volunteers
  - Creating forms and updating databases and spreadsheets
  - Ensuring all monitoring and record keeping is up to date
2. To keep and update records and prepare statistics for reports
3. To adhere to The Source's Safeguarding policies and procedures.
4. To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
5. To carry out duties and responsibilities in accordance with the Charity's Health and Safety Policy and relevant Health and Safety legislation.
6. At all times to carry out responsibilities/duties within the framework of the Charity's Equal Opportunities Policy.