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**JOB DESCRIPTION**

**ADMINISTRATOR**

**Job Title:**  Administrator

**Location:** 11, Holmview Terrace, Omagh, Co. Tyrone, BT79 OAH

# Contract Duration: Permanent

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**Accountable to:** General Manager

**Reports to:**  Assistant Manager

**Salary:** £21,500 - £24,500 p.a. Please note that this is not an incremental scale and starting salary position will be dependent upon qualifications and experience.

**Pension Arrangements:** The Company has establishedan appropriate workplace

pension scheme operative as of 1st January 2016 in

 accordance with Government Auto Enrolment Regulation

 NI 2012. The scheme is provided by Worker Pension Trust.

**Hours:**  37.5 hours per week

**Annual Leave:** 23 days plus customary holidays for full-time staff.

Part-time staff pro rata.

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**The main duties associated with this post are listed below. These duties will be carried out under the direction of the General Manager/Assistant Manager in the context of agreed Terms and Conditions of Employment. The post-holder will report directly to the Assistant Manager and work closely alongside other members of the Management Team.**

**MAIN DUTIES AND RESPONSIBILITIES**

1. **General Administrative Duties**
2. Provide administrative support to the Tara Centre management team i.e. General Manager/Assistant Manager and Co-ordinator of Therapeutic Services (COTs) on a day to day basis.
3. Assist with relevant elements of the funding process including assistance with funding applications, monitoring/evaluation reports for the Mental Health Support Fund and other funders, and collation of data.
4. Provide practical support to the Assistant Manager regarding the financial responsibilities associated with that post. This will include counting and recording of daily income in the absence of the Assistant Manager;
5. Maintain and develop data bases relevant to the running of the Centre and its services.
6. Maintain a professional cloud-based document management system.
7. Undertake administrative duties to support the management team with communication and marketing activities including assisting with the provision of promotional activity and programme materials both online and print;
8. Provide general technical support to management, staff and other relevant personnel for the delivery of the Centre’s services; these could include PowerPoint preparation, audio-visual equipment set-up, preparation for Zoom or other virtual meetings and ensuring that other communications equipment such as computers, photocopiers etc. are regularly updated.
9. Support the delivery of Tara programmes including attendance at workshops/seminars/webinars on evenings and at week-ends as may be required.
10. Assist with the creation of marketing material. (Any material used to promote the Company’s products or services). This includes everything from print materials like posters, flyers, leaflets, booklets to digital content like reports and e-magazines.
11. Maintain and develop the Tara Centre website including regularly updating content, news and images; develop and manage the Tara Centre’s social media channels to include Facebook, LinkedIn, Twitter and other relevant social media platforms.
12. To provide regular reports to the General Manager on social media traffic including the Tara web-site, Fascebook page etc.
13. Monitor trends and development in website best practice, making proposals for developments to the site where appropriate.
14. Proactive implementation of agreed protocols for the marketing and promotion of all new activity, archive collections and special events.
15. Proof content to make sure it reflects the Centre’s ethical standards, ethos and values.
16. Prepare reports in relation to service activity which may include, for example, Pie Charts, Bar Charts, etc which can be shared with key stakeholders.
17. **Other Duties**
18. Provide cover at Reception as and when required.
19. Contribute to organisational engagement through positive role modelling, communication and behaviour at all times.
20. Ensure all work meets current legislative requirements and best practice and is in line with Tara Centre policies and procedures, in particular those in relation to confidentiality and data protection.
21. Attend to such other duties as may be reasonably be requested by the General Manager/Assistant Manager and are consistent with the post. These may include administrative support to the Tara Board of Trustees/Directors as and when required.

**Note:**

This Job Description may be amended in the light of changing circumstances and may include other duties and responsibilities which will be determined by the Assistant Manager and/or General Manager in consultation with the post holder.

1.3.22.