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| **JOB TITLE:**  Regional Team Administrator  **RESPONSIBLE TO: Practice Team Manager** (East Midlands)  **LOCATION:** East Midlands Regional Office  **HOURS OF WORK: 3 days**  **POSITION SUMMARY:** Responsible for providing a range of specialist and general administration services to the Practice Team Manager and the East Midlands Social Work team.   |
| **POSITION IN STRUCTURE:**  CEO Head of Service Practice Team Manager / RMAdministrator  |
|  **MAIN DUTIES AND RESPONSIBILITIES:** In addition to the functions detailed below, employees are required to carry out such other duties as may reasonably be required. * Provides administration support to the Team Manager and members of the Social

Work Team, including retained staff resources – * 1. working with all team members to enable them to meet their targets
	2. supporting their diary tracking
	3. dealing with reports and files
	4. developing and maintaining standards and practices with regards to document layouts and controls for all CFT papers
* Utilises the CHARMS database system to ensure all relevant details are up-to date, accurate and complete for the East Midlands region.
* Undertakes reception duties for the office and answers incoming telephone calls.
* Maintains close contact with other CFT offices to ensure a consistent approach to CFT-wide administration matters
* Assists with enquiries from prospective foster carers and recruitment of new carers
* Assists as needed with preparation for East Midlands CFT events
* Assists with organisation of training and development programmes provided by the East Midlands office for its Carers and potential Carers
* Maintains the contractually, regulatory or operationally required files for: a. Carers
	1. Prospective Carers
	2. Children placed with the Trust
	3. Any other files as may be necessary for the effective operation of the region.

 Ensures that security of the office is maintained, especially when empty. * Such other activities which arise as part of the normal day-to-activities of a busy and expanding office, which are reasonably within the capability of the jobholder and ancillary to those above.

**SKILLS & EXPERIENCE:** * Strong IT skills
* Confidential and ability to communicate effectively both verbally and in writing
* Self-organised, energetic, enthusiastic, welcoming, forward thinking and creative.
* Aptitude for automating and streamlining office processes
* Good time management
* Ability to work as a member of a team whilst also using own initiative
* Ability to travel to other regions (Clean Driving License)
* Empathetic and compassionate
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The Children’s Family Trust

Committed to promoting the welfare of children and ensuring that they are kept safe.