

Administrative Assistant Role Description

About Us

Medway Parents and Carers Forum (MPCF) are a pan disability charity who represents the voice of all parents and carers of children and young people with disabilities and additional needs across Medway.

Skills and Qualities

MPCF are looking for someone who has a keen interest in working towards good outcomes for families of children and young people with additional support needs and disabilities. The applicant should have good administrative skills and be ready to sometimes work to challenging deadlines. They should be able to work on their own, but also be part of a friendly team. Because of the nature of the role, the job holder will need to adhere to our terms and policies including confidentiality. As with most jobs, the applicant will need to be familiar with computer and other technology.

Responsibilities

To provide administrative support to Participation Coordinator, Steering Group and volunteers, reporting to the Participation Coordinator.

- Liaising with Trustees, Participation Coordinator, Steering Group and Volunteers
- Ensuring that all relevant tasks from previous committee meetings are carried out before the next meeting
- Responding to emails and forwarding as necessary.
- Maintaining MPCF calendar.
- Keeping the website and social media accounts up to date.
- Compiling and distributing two newsletters per year plus any special newsletters.
- Organising and booking committee meetings, AGM and MPCF events.
- To work within agreed policies and carry out all responsibilities within an equal opportunity framework and MPCF policies.
- To have a commitment to the aims and purpose of the parent carer forum.
- To carry out general administrative and any other duties that are within the scope, spirit and purpose of the position as required.

Knowledge and Skills

- An ability to learn new tasks quickly.
- Ability to maintain accurate records.
- Ability to work to deadlines.
- IT Skills: MS Office Suite, Word and Excel essential, with some knowledge of Power point desirable.
- An understanding of the issues faced by families with disabled children.
- Knowledge of Local Authority and Clinical Commissioning Group services within Medway.
- Knowledge of Co-production and parent participation desirable

Hours

12 hours per week @£10 per hour. There is annual leave entitlement of 4 weeks pro rata. Hours can be flexible and worked from home with at least one visit to the office at Snapdragons each week.

The position is on a 12 month renewable contract, subject to funding.

PLEASE NOTE: This post will be subject to an enhanced criminal record check by the Disclosure and Barring Service prior to taking up the position.