



**Threshold DAS
Administration and PDS Assistant**

Job Description & Person Specification

Threshold DAS is a woman centred organisation and operates within a hierarchical structure. The Administrative and PDS Assistant will work solely within the Active Inclusion project and be accountable to the Finance Manager for HR purposes and the Project Manager for everyday duties connected to the project.

They will work in accordance with Threshold DAS's Policies and Procedures

Job Title: Administration and PDS Assistant

Responsible to: The Project Manager

Place of work: Main Office (Station Road, Llanelli)

Hours: 35 per week

Salary: £ 15,598

Purpose of the post:

The role of the Administration and PDS Assistants post is to provide professional and effective administration services for Threshold DAS under the Active Inclusion Project.

Main Responsibilities:

- Keeping up to date the PDS database system;
- Scanning all paperwork as required by the Education and Employability Co-ordinator;
- Uploading all scanned paperwork to the PDS portal;
- Keying in all relevant data to the PDS system daily;
- Checking and running reports on the PDS system;

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- When requested by the Education Co-ordinator supporting learners to complete their enrolment paperwork or any other paperwork as required;
- IT work as requested;
- Assisting in the preparation of reports, presentations and designing publicity materials in relation to the Active Inclusion programme of support;
- Data inputting for monitoring purposes;
- Support to provide a coffee morning on a weekly basis;
- General administration;
- Ensuring outgoing post is recorded and mailed daily;
- Photocopying and filing, as requested;
- Directing enquiries about services provided by the organisation;
- Ensuring effective communication within the organisation;
- Updating and restocking supplies of leaflets and generic information available to service users;
- Answering telephone, call screening and taking messages;

General Responsibilities:

- Attend meetings as necessary and undertake the role of minute taker in relation to Active Inclusion projects;
- To represent Threshold DAS, to promote the ethos of the project and the organisation, work in a positive way and provide full feedback to the team;
- Undertake training to update skills in line with the Training Policy;
- To maintain anti-oppressive and anti-discriminatory work practices in line with Threshold DAS policy;
- Abide by Threshold DAS, Confidentiality, GDPR Policy and Procedure

Health and Safety:

- Must adhere to Threshold DAS's Health & Safety Policy and Procedure
- Inform all users of the Centre, staff, service users and visitors of any Health and Safety issues

Hours of work

The Administration and PDS Assistant will work 35-hour a week over 5 days.

The duties of this post may be subject to change dependant on the needs of the project. Any changes will be discussed fully and agreed.

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Person Specification:

Essential experience and skills

- Demonstrable experience of providing administrative support in a busy office environment;
- Experience of working with people;
- Excellent organisational skills
- Excellent IT skills including use of all Microsoft office applications
- Excellent communication skills, both verbal and written;
- Excellent literacy skills;
- Ability to prioritise workload while working under pressure;
- Understanding of equal opportunities and its practical application;
- Proven ability to work as a member of a team;
- Ability to work flexibly

Desirable experience and skills

- Ability to speak Welsh;
- Experience of working with women and children in crisis;
- Ability to drive and possess a clean driving licence

