

## **Administration and Monitoring Officer: Children and Young People Department**

Threshold DAS Ltd is an organisation dedicated to the elimination of domestic abuse and sexual violence, Threshold DAS has a number of children and young peoples projects and the Administration and Monitoring Officer will support all of those projects with administration support.

### **Responsibilities and Duties:**

- Excellent IT skills as well as good written and oral communication skills. You will be comfortable working in a team but also able to work on your own initiative.
- To set up an excel spreadsheet to manage the statistical information for the Children and Young Peoples Projects.
- Responsible for effective internal and external communication on the project.
- Update and record potential service users onto a database.
- Support staff with various administration duties, incline embedding documents, scanning and photocopying.
- To oversee the operation of administration for the Children and Young Peoples Department.
- Experience of taking minutes or willing to access training on minute taking.
- A full clean driving licence and access to a car.
- A non-judgmental and non-directive attitude to service users.
- An awareness of sensitive issues and ability to apply a high level of discretion and confidentiality.
- A flexible and adaptable approach to working.
- To provide professional and effective administration and monitoring services
- The ability to use of Microsoft programs such as Word Processor, Excel and PowerPoint.
- Assisting in the preparation of reports, presentations and designing publicity materials in relation to the organisation.
- Data imputing for monitoring purposes.
- Ensuing outgoing post is recorded and mailed on a daily basis.
- Photocopying and filling as requested.
- Maintaining stocks of relevant proformas for the organisation.
- Ensuring effective communication within the organisation.
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### **Essential Requirements**

- Demonstrable experience of providing administrative support in a busy office environment.
- Excellent organisational skills.
- Excellent IT skills, including a working knowledge of all Microsoft Office 365 application
- Excellent communication skills, both verbal and written.
- Excellent literacy skills.
- Ability to prioritise workload.
- An understanding of the issues surrounding domestic abuse.
- Understanding of equal opportunities and its practical application.
- Proven ability to work within a team.