Job Description: Project Administrator (Islington)

# Background of post

The Breastfeeding Network (BfN) is an established commissioned service in Islington providing universal breastfeeding peer support in Whittington and UCLH hospitals, at drop-in groups across the borough and via telephone support and home visits.

The Administrator will assist the Service Manager and Deputy Coordinator by compiling confidential data collected by Breastfeeding Supporters on a database for use in producing reports, compiling a telephone call list for the breastfeeding supporters and undertaking general administrative tasks.

Main duties

* compile time-sensitive daily call lists for the Breastfeeding Supporters.
* input information accurately using Excel spreadsheets and Word according to deadlines agreed with the Service Manager
* establish and maintain excellent working relationships with colleagues, volunteers and external personnel
* Use secure email systems to share records and information with colleagues accurately
* maintain computer security by password protecting computers and documents, keeping paper documents in a locked cabinet and password protecting sent documents containing sensitive data
* arrange team meetings, book meeting venues and coordinate attendance
* design forms and other documents required using Microsoft Word, Excel and Publisher
* prepare agendas and take minutes at team meetings
* participate in annual performance reviews with your line manager
* undertake any required training including Health & Safety, Information Governance and Safeguarding training
* carry out any other administrative tasks at the request of the Service Manager

Person Specification:

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| **Qualifications** | **Essential** | **Desirable** |
| GCSEs in English and Mathematics at grade C or above |  |  |
| Business Administration qualification |  |  |
| Evidence of continued professional development since qualification |  |  |
| Breastfeeding Helper Registration with The Breastfeeding Network (BfN) |  |  |
| **Experience and Knowledge** | **Essential** | **Desirable** |
| Recent experience and knowledge of using video conferencing software |  |  |
| Experience of setting up events using Eventbrite |  |  |
| Experience of using social media platforms for promotion |  |  |
| Recent experience and knowledge of Office 365- in particular Excel, Word and Powerpoint to create and maintain databases, design templates, spreadsheets and produce reports and create presentations |  |  |
| Recent experience and knowledge of the Data Protection Act and General Data Protection Regulation and their application to sending and storing data electronically |  |  |
| Experience of working in a health or community setting in paid or volunteer capacity |  |  |
| Experience of working with diverse ethnic and social groups |  |  |
| Knowledge of importance and application of the BfN Code of Conduct |  |  |
| Experience of working independently |  |  |
| **Skills and Abilities** | **Essential** | **Desirable** |
| Ability to speak and write fluently in English |  |  |
| Ability to use Microsoft Word to design forms and produce reports |  |  |
| Ability to use Microsoft Excel to design simple spreadsheets and maintain accurate databases |  |  |
| Ability to organise and manage work independently, to prioritise work and respond to timescales |  |  |
| Ability to work effectively as part of a team |  |  |
| Ability to work with people from different cultures and backgrounds sensitively, with an awareness and commitment to equality and diversity |  |  |
| Ability to maintain the confidentiality of mothers and their families |  |  |
| Ability to maintain confidential records of employees and volunteers |  |  |
| Ability to communicate effectively by email, in meetings and on the telephone |  |  |
| Ability to take accurate minutes of meetings |  |  |
| Ability to work remotely from home and from Bingfield Primary Care Centre |  |  |
| Knowledge of the Islington area |  |  |