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**REMEDI JOB PROFILE:**

**Administrator Cheshire Services**

**35 hours**

Are you empathic and caring?

Do you want a job that makes a positive change to people’s lives?

Do you want to help people be the people they can and want to be?

**If yes, then we’d love to hear from you**

**PROFILE**

We are pleased to be developing a new team of youth workers in Cheshire as part of a Youth violence project.

We are looking for an experienced administrator to support this new team and the other exciting services we provide across Cheshire.

Responsibilities will largely be: receiving referrals/liaison with coordinator/allocation of cases/maintenance of systems/production of output and outcome reports/oversight of spreadsheets.

This role is mainly homeworking, with requirement to travel for training and meetings.

**The skills and qualities you will need to do the job well are:**

**Communication** – Good communication skills with people is an essential part of this role. Working with the Remedi team and communicating with our partner agencies and the where required.

**Flexibility** –Working in this role requires a flexible approach, we offer flexible working and on occasion will ask you to adjust your working hours to support with team meetings/ training.

**Motivation** – You will have to work on your own initiative and make judgements that consider the needs of the people you are working with, your own workload and the specific contract requirements. You will have a Remedi manager and other Remedi colleagues based with you (undertaking different roles).

**IT Capable** – it is essential that you are proficient in using:

• Email

• Electronic calendars

• Word

• Excel

• MS Teams/Zoom

You will also be trained in case management systems. Recording is vital in showcasing the great work you will be doing and is often a contract requirement. You will need to produce accurate written reports in a professional manner and submit these in a timely fashion on to the relevant case management system.

**Safety** – We want you to work safely in all aspects of your role. This will mean following our own internal policies and procedures (and the youth justice service policy on safeguarding and data protection) and will require you to consider safety in relation to the following aspects:

• Safeguarding

• Data Protection

• Confidentiality

**WHAT TO EXPECT**

The role is home working but you will be asked to travel to other areas in which Remedi operate for training and staff development purposes. Expenses are covered. Equipment is provided including Phone and Laptop.

We will provide:

* Full training
* A laptop and mobile phone
* Development opportunities
* Wellbeing hours each month
* Line management support and guidance
* The role requires Police vetting and an enhanced DBS check
* 35 hrs per week
* Starting salary £20,840 rising to £21,300 at the end of Year 2 in role
* 6% employer pension contribution
* 26 days leave per annum plus bank holidays