**Warrington and District Society for Deaf People**

**Job Title: Administrator/CSW**

**Salary: 23,000**

**Position: Full-time (35 hours / week)**

**Reporting To: Senior Specialist Community Worker**

**Job Summary**

Get set for something extraordinary with the Warrington District Society for Deaf People! We are on a mission to enhance the health and happiness of our local D/deaf community through engaging events, sports, and support tailored for all ages and abilities.

We are seeking an organised and meticulous Administrator to join our team. As an Administrator, you will be responsible for ensuring efficient office operations working with the Senior Specialist Community Worker and other employees. You will play a crucial role in maintaining a productive and positive work environment.

You and the Senior Specialist Community Worker will focus on ensuring rota and communication between management and PA and outside agencies are smooth and robust.

**Main Duties and responsibilities**

* Function as a communicator for the Senior Specialist Community Worker and stakeholders.
* Manage and maintain office supplies inventory.
* Coordinate and schedule appointments and meetings.
* Proofread Senior Specialist Community Worker’s written report and amend where necessary.
* Organise and maintain physical and digital files.
* Monitor and manage office equipment and facilities.
* Work with other staff in managing the building effectively, covering statutory inspections, maintenance, cleaning, keyholder coordination, and procurement.
* Ensure health, safety, and security protocols are maintained.
* Manage storage space and equipment usage.
* Other tasks as instructed by the Senior Specialist Community Worker and Centre Manager.

**Administrator/CSW PERSON SPECIFICATION**

The post holder will need to be self-reliant, energetic, and able to support Senior Specialist Community Worker with language facilitation. She or he will be able to ensure an effective office environment.

**Essential Experience**

* Ability to interpret English into BSL and vice versa to a reasonable level.
* Managing services or buildings, including health and safety policies and procedures.
* Working in partnership with external agencies.
* Working in partnership, ideally in a community setting.

**Essential Skills, Abilities and Attributes**

* Excellent communication skills including English and BSL
* Committed to ensuring equality, diversity, and inclusion.
* Approachable with a ‘can do’ attitude.
* Strong organisational and multitasking skills.
* Computer literate with proficiency in Microsoft Office Suite.
* Ability to use social media – Facebook, Instagram, Snapchat etc.
* Confident, able, and willing to work on own initiative.

**Desirable Skills and Experience**

* Able to develop, maintain and standardise operating and filing systems.