

## JOB DESCRIPTION

<b>ROLE TITLE:</b>	ADMIN SUPPORT WORKER (LOCAL CONVERSATION WORKER - STANWELL) Fixed Term Contract until November 2020.
<b>REPORTING TO:</b>	LOCAL CONVERSATION OFFICER (STANWELL)
<b>LOCATION:</b>	LORD KNYVETT HALL IN STANWELL, SURREY
<b>HOURS:</b>	12 hours per week (worked over 2 – 3 days with some flexibility)
<b>SALARY:</b>	£17184 FTE (£5728 Actual Salary)
<b>CLOSING DATE:</b>	4pm on 19/02/19

---

**Surrey Care Trust** is a local charity that helps people to improve their skills for life, work and learning through counselling, education, mentoring and volunteering. Our programmes support disadvantaged young people, adults and families in improving their chances in life. Through our programmes we are enabling people throughout Surrey to overcome the disadvantage of low skills, poor educational achievement, limited opportunities and tough financial circumstances.

We offer a broad range of programmes - support for families and their children at our **Stanwell Children's Centre**; offering vulnerable and challenging young people an alternative approach to education at our **STEPS** learning centre; a free and independent youth **counselling** service for young people aged 16 – 25; giving adults a second chance of education with our pop-up **adult learning** programmes; **mentoring** young people and adults to help them gain confidence and make positive changes; working to bring the community together and taken action on local issues with our **Local Conversation in Stanwell** project; working with the long term unemployed on our Lottery/ESF funded **Alliance and Aspire** programmes ; and creating a different environment for people to learn new skills and give something back to society on our **Swingbridge Community Boats**.

**Local Conversation** is a People's Health Trust initiative which involves supporting residents to develop a shared vision for their community and take local action on issues that matter to them. Surrey Care Trust is supporting the Local Conversation in Stanwell, which launched in November 2017.

### Overall purpose of the role

The role is to ensure the project reflects the Local Conversations programme aims and ethos in addition to providing the administration

funded  
through



with operational support for the Local Conversation in Stanwell. The Admin Support Worker will be a point of contact for Stanwell residents who are participating in, leading on, and interested in the project and its events. This will include administering the small grants applications and recording project expenditure. The role will provide information, as required, to the residents, steering group and the People’s Health Trust who fund the project.

### Duties and Responsibilities

- To be a point of call for residents and partners engaging with, or wishing to engage with, the Local Conversation project.
- To provide administration support for the project, including minute-taking, meeting preparation, gathering information and disseminating information.
- To collate and record invoices relating to the Local Conversation and work with the Finance team to ensure that invoices and expenditure are recorded correctly and paid.
- To obtain and maintain participant information and record the number of participants involved with the events and the project.
- To order and purchase materials on behalf of the Local Conversation, as required.
- To send, administer and review grant applications for the steering group to consider.
- Provide information and admin support for residents who may need help with the grant application process.
- To help promote the Local Conversation in Stanwell, with dissemination of publicity (including door-to-door) and the promotion of events.
- To attend events and help set up activities organised by the Local Conversation and ensure appropriate information is shared with, and gathered from, participants and partners.
- Upload Stanwell Local Conversation information to the website and social media

### Skills and Expertise

ESSENTIAL	DESIRABLE
<b>Education, Training and Work Qualifications</b>	
English and Maths GCSE A*-C or Level 2 equivalent	Level 3 / A level English or Maths or higher
Excellent written and spoken English	
<b>Relevant Experience</b>	
Proven administration experience in a paid/voluntary role	Admin or Business qualification
<b>Knowledge</b>	
Good knowledge and proven experience of using Excel spreadsheets	
Able to write minutes and record information correctly	

Interest in Community Development and the value that it can bring to communities	Experience of community development or working/volunteering in initiatives to support local communities
Local knowledge of Stanwell and its demographics	Stanwell resident
<b>Skills and Expertise</b>	
Good interpersonal skills and able to communicate well with people of all ages and from all cultural backgrounds	Previous experience of liaison with community and voluntary groups across the age spectrum
Excellent organisational skills and able to work independently with a proactive approach.	
Good attention to detail with experience of proof-reading documents and checking/recording information	
Strong IT skills with competent use of Word, Outlook, Internet and Excel.	Previous experience of uploading information to websites. IT qualification
Willingness to work flexibly, including the occasional evening or weekend (e.g. for meetings or for setting up/running a stall at local events promoting the Local Conversation), when needed.	

### Health & Safety

All staff must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, volunteers, beneficiaries and visitors.

### General

This job description is not an exhaustive list of duties but it is intended to give a general indication of the range of work undertaken and will vary in detail in the light of changing demands, growth and priorities with the Trust. Substantive changes in the range of work undertaken will be carried out in consultation with the job holder.

PLEASE NOTE YOU **WILL** BE REQUIRED TO UNDERTAKE DBS CLEARANCE FOR THIS ROLE  
 To apply please complete an application form and send with a covering letter by email to [recruitment@surreycaretrust.org.uk](mailto:recruitment@surreycaretrust.org.uk) or by post to the HR Department, Surrey Care Trust,  
 The Crescent, Heathside Crescent, Woking, Surrey, GU22 7AG