

Job Summary

The post holder will be responsible for a range of administrative tasks and will assist the project in its delivery of activity across teams and partnership activities. The post holder will have both email, MS Teams, telephone and possibly some face-to-face contact with BHT staff and other professionals.

Responsible to

- Fulfilling Lives Senior Managers

Significant Working Relationships:

- Fulfilling Lives staff and wider BHT staff
- Project partners

Duties / Responsibilities

To undertake a wide range of administration tasks to include the following:

Secretarial

1. To provide administrative and secretarial service to the Fulfilling Lives South East project.
2. Support managing the diaries of the Senior Managers
3. To organise and support preparations for virtual and in-person meetings for both internal and external stakeholders (inc: agenda and meeting pack preparation)
4. To attend and minute internal and external meetings, record and distribute minutes and follow up on action points.

Administration

1. To provide administrative support to the project.
2. To maintain accurate, up to date records for project activity as necessary.
3. To support Senior Managers in collecting data across the teams for the purpose of reporting to the project funders
4. To carry out word processing and spreadsheet work and to set up, maintain and keep updated such records as required to carry out the project's work, using mainly Microsoft Office packages.
5. To support the development of presentations for meetings, primarily using PowerPoint
6. Maintaining electronic mailing lists.
7. Maintaining up to date service information for distribution to staff, the wider organisation and external partners/agencies.

8. To develop and implement filing systems, including safe archiving.
9. To prepare reports as necessary to support the contract monitoring of the project and further reports intended for public distribution.
- 10.

General / Other related tasks

11. To give general support to Fulfilling Lives colleagues.
12. To assist the Senior Managers in monitoring and following up on actions in the project's legacy plans.
13. To support Senior Managers and colleagues to plan and deliver events to share our project learning and impact as part of our legacy plans.
14. To attend and participate in team meetings and line management supervision.
15. To attend working groups as required.
16. To undertake such other duties appropriate to the grade and character of the work as maybe reasonably required.

It is the duty and responsibility of each employee to familiarise and comply with, BHT Sussex's health and safety policies and procedures. You are responsible for taking care of yourself to avoid injury to yourself and other persons who may be affected by your acts or omissions at work. You will be required to co-operate with BHT Sussex and others in meeting statutory requirements.

For confidentiality and data security: whilst working for BHT Sussex you may gain knowledge of confidential matters which may include manual, electronic personal and medical information about our Board Members, Staff, clients, residents or third-party contacts. Such information must be considered strictly confidential and must only be used for the purpose for which it was obtained for. Failure to observe BHT Sussex's GDPR & Data Protection policies and procedures could lead to disciplinary action. In addition, you must comply and handle personal data securely in accordance with BHT policies and procedures, including the IT Security Policy and Computer Use Policy.

Adherence to and ensure compliance with BHT Sussex's Safeguarding Policy and Procedure at all times. If, in the course of carrying out the duties of your role, you become aware of any actual or potential risk(s) to the safety or welfare of clients, these concerns must be reported to your line manager in the first instance.

Actively promote and live out BHT Sussex values of 'Inspiring Change'; 'Delivering Excellence'; 'Empowering People'; 'Being Accountable' and 'Collaboration'.

To assist with identifying and reviewing strategic risk, and to be responsible for the management of specific risks delegated to you from time to time.

No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.