

## **Administrator**

Are you looking for a job where what you do makes a difference to people? Do you want to work for an organisation that aims to make inclusion a reality for all people with a learning disability or autism?

If yes, then we would love to hear from you. We currently have an exciting opportunity for someone to join our team as an Administrator based in the Leeds office.

### **A bit about Inclusion North**

Inclusion North exists to make inclusion a reality for all people with a learning disability or autism and their families. We work together to change society so that everybody can have a good life and be a valued member of society.

Our work raises awareness of the barriers to inclusion for people with a learning disability or autism and their families, and we work to remove those barriers by including people, the organisations that support them and local communities in our work.

We work with local authorities and Clinical Commissioning Groups (CCG's) across the North East and Yorkshire and Humber. We also work regionally and nationally to connect people, to solve problems and to share learning. We are part of bigger pieces of work that affect the whole country and use what we know to try to influence change.

Find out a bit more here <http://inclusionnorth.org/> on Twitter @InclusionNorth and on Facebook.

### **What we can offer you**

We are a small supportive team who work across two big regions of the country; together we share a vision and work hard to put this into practice. The way we work enables us to be creative and dynamic and no one day is like another.

You will receive a full induction and regular supervision from your line manager. You will have access to your own training budget which will enable you to be as creative as you can in planning your own personal and professional development.

## Job Description

<b>Job Title:</b>	Administrator
<b>Location</b>	Leeds Inclusion North Office, with occasional travel across Yorkshire and Humber and the North East.
<b>Salary:</b>	Actual £15,244 (FTE £19,055)
<b>Accountable to:</b>	Office Manager
<b>Hours of work:</b>	30 hours a week between Monday and Friday, with the opportunity to set your working hours between 8am and 5pm
<b>Type of contract</b>	Permanent
<b>Purpose of job</b> <ul style="list-style-type: none"> <li>• Work with the Office Manager to provide an excellent, flexible and supportive administrative service for the organisation.</li> <li>• Provide the Inclusion North team with the administrative support to enable them to deliver their work to remove barriers to inclusion for people with a learning disability or autism.</li> </ul>	
<b>Key responsibilities</b> <ul style="list-style-type: none"> <li>▪ To provide a warm, professional welcome to everyone visiting or contacting Inclusion North.</li> <li>▪ To support the team, through the administration and organisation of events, meetings and training sessions. Including creating fliers, booking rooms, refreshments and travel, sending invitations, doing research, creating resources and typing up notes.</li> <li>▪ To maintain accurate, up to date information on a database, to create online surveys, update our social media and add content to our website.</li> <li>▪ Place orders, process invoices for payment and keep appropriate records.</li> <li>▪ Create and send out a fortnightly bulletin in Easy Read and/or plain English.</li> <li>▪ Contribute your ideas to help Inclusion North continue to grow and</li> </ul>	

improve.

- Support the Office Manager with additional work when required.

### **Additional information**

The job description reflects the role on the date it was prepared.

However, our work is very diverse and changes over time.

We regularly review job descriptions to make sure they stay up to date and we do this jointly with the team.

<b>Person Specification</b>	
<b>Factor</b>	
Skills and abilities	<ul style="list-style-type: none"> <li>▪ Excellent at building relationships</li> <li>▪ Ability to deliver excellent administrative support to a diverse range of people.</li> <li>▪ Ability to support the team with projects, events and training sessions.</li> <li>▪ Able to work on your own initiative at times, and to be part of a team.</li> <li>▪ Ability to prepare clear documents, reports and presentations using plain English, which may be supported by pictures (Easy Read).</li> <li>▪ Ability to support team members and clients who have a learning disability or autism.</li> <li>▪ Ability to prioritise and manage a demanding workload, and work flexibly with competing priorities and deadlines</li> </ul>
Knowledge and experience	<ul style="list-style-type: none"> <li>▪ Experience of supporting and organisation and a team with all aspects of administration.</li> <li>▪ High levels of accuracy and speed when using Microsoft packages, and web-based systems.</li> <li>▪ Experience of general financial processing and keeping appropriate records.</li> <li>▪ Experience of working with social media including Facebook, Twitter and Instagram</li> <li>▪ Able to support other with general IT skills.</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>▪ Friendly, helpful, positive and enthusiastic</li> <li>▪ Self-motivated, hardworking and determined</li> <li>▪ Able to use your own initiative, being creative</li> </ul>

	<p>and finding solutions to problems.</p> <ul style="list-style-type: none"><li>▪ A strong belief in equality and rights for everyone no matter who they are</li></ul>
Other requirements	<ul style="list-style-type: none"><li>▪ Ability to <b>occasionally</b> travel around Yorkshire and Humber and the North East if required to support the team.</li><li>▪ <b>Occasional</b> overnight stays away from home and working outside of normal working hours.</li></ul>

## **Equality Policy (excerpt)**

### **INTRODUCTION**

- 1.1 Inclusion North's philosophy and values are entirely based on the belief that everyone has a valuable contribution to make and that all individuals should be encouraged and enabled to contribute and participate fully in society. Diversity is actively celebrated and promoted in the work that we do, and we look to actively remove inequalities across society.
  
- 1.2 With regard to employment, this specifically means that workers will be treated fairly and equally and with dignity and respect regardless of:
  - sex
  - marital status (including civil partner status)
  - age
  - race (includes ethnic or national origin or nationality)
  - disability
  - religion or belief (actual or perceived)
  - sexual orientation (actual or perceived)
  - transgender status
  - pregnancy
  
- 1.3 The list above is referred to as a list of protected characteristics. Additionally, Inclusion North will also treat fairly and equally, and with dignity and respect all workers regardless of:
  - trade union activities
  - working patterns
  - contract status
  - responsibility for dependants or family members

Inclusion North has a separate Criminal Records Policy and guidelines covering the employment of ex-offenders.

- 1.4 It is Inclusion North's policy to apply this principle in relation to recruitment and selection, promotion, training, conditions of work, conditions of service (including pay and benefits) and to every

other aspect of employment, including general treatment at work and the processes involved in the termination of employment.

- 1.5 It is also Inclusion North policy to ensure that employees understand the behaviours that they are expected to demonstrate at all times to colleagues and the people that they come into contact with.
- 1.6 Behaviour amounting to bullying or harassment will not be tolerated and will be treated seriously in line with the disciplinary policy and guidelines.
- 1.7 All Employees are expected to behave in a way that promotes fairness, equality, and dignity at work. This involves considering what behaviours are appropriate for the person they are with and recognising that what is acceptable or tolerable to one person may be regarded as unacceptable by another.
- 1.8 The principles in this policy apply equally to volunteers, board members, consultants, clients, and suppliers to Inclusion North.
- 1.9 Inclusion North is committed to following the principles of the Equality and Human Rights Commission Code of Practice.

## **AIMS**

Inclusion North aims to: -

- provide a working environment free from discrimination, bullying and harassment
- ensure that only job-related and non-discriminatory criteria are used in making management decisions
- make reasonable adjustments to the work for disabled employees where possible and appropriate to do so
- treat all staff and job applicants with dignity and respect and provide a working environment free from discrimination, bullying and harassment. Within the principles of the Equality Act Inclusion North will take positive action to promote the employment of individuals with a disability.
- provide regular training opportunities for all staff, volunteers and board member

## **Recruiting Ex-Offenders Policy**

Inclusion North is committed to creating equal access to opportunities for employment while continuing to base selection and promotion solely on ability to meet the requirements of the post. This is irrespective of race, colour, ethnic and national origins, religion, disability, gender, sexuality, age, marital status, responsibility for dependants, economic status, political values or offending background.

With some exceptions, having a criminal record will not necessarily bar an individual from working with us in either a paid or unpaid capacity. This will depend on the nature of the position sought and the circumstances and background of the offences.

As an organisation using the Disclosure and Barring service to assess applicants' suitability for positions of trust, Inclusion North complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly.

A Disclosure is only requested for those positions where it is considered both proportionate and relevant to the position concerned. Because of the nature of Inclusion North's work all checks will be at Enhanced level.

Where Disclosure forms part of the recruitment and selection process, applicants will be asked to provide details of their criminal record at an early stage. This would be declared on the relevant section on the application form and at interview. We guarantee that this information will only be seen by those who need to see it as part of the recruitment and selection process, e.g. recruiting manager, administrator.

Unless the nature of the position allows Inclusion North to ask questions about an applicant's entire criminal record, i.e. posts exempt from the Rehabilitation of Offenders Act 1974 (ROA) such as those involving working with children or Vulnerable Adults, we only ask about "unspent" convictions as defined by the Act. A conviction becomes "spent" after a rehabilitation period during which time there have been no further convictions, e.g. a sentence of imprisonment of between 6 months and

2½ years has a rehabilitation period of 10 years. A conviction carrying a sentence of more than 2½ years in prison can never become “spent”.

At interview, or in a separate discussion, there will be an open and measured discussion on the subject of any offences or other matter that might be relevant to the position. The outcome of this will be recorded in brief and a copy kept on the individual’s personnel file with a recommendation for appointment if relevant. If appointment is not recommended the recruiting manager will discuss/agree this with the Director before a final decision is made.

Factors to be taken into account include: -

- Is it a ‘spent’ offence?
- The nature of the offence
- It’s relevance to the post, position, or profession in question
- How long ago the offence took place
- The person’s age at the time
- Whether it was an isolated offence or part of a pattern of offending
- What is known about the person’s conduct and character before or since

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

**Please note that failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.**