

## **Administrators**

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 and autistic people?

If yes, then we would love to hear from you.

We are an office team who work together to support our project teams in the North East and Yorkshire and Humber, our Board of Directors and our Advisory Council.

We currently have an exciting opportunity for two people to join our team as administrators with the brilliant option to work flexible hours and days, between Monday and Friday,

We have 40 hours a week of administrative support work that we are looking for 2 people to share.

We know that individual circumstances mean that different people might be looking for a job with a certain amount of hours. That is why we are being totally flexible in advertising these jobs. The 2 successful people will be able to request their preferred number of hours per week and we will do our best to meet those requests

The jobs are home based with occasional visits to the Leeds Inclusion North Office and to meetings in the North East and Yorkshire and Humber.

### **A bit about what we can offer you**

We believe our roles are exciting as no two days are ever the same. This is because the administrative support required across the organisation changes with the work we deliver and with the different team members you would support.

There will be an opportunity to learn new skills as part of ongoing career development.

You will have access to your own training budget which will give you the creativity and freedom to manage your personal and professional development.

You will receive a full induction and regular supervision from your line manager and work within a small supportive team.

You will receive 27 days holiday plus bank holidays pro rata per year, with additional gifted days over the Christmas period.

A working from home allowance is paid and all work-related travel will be reimbursed.

There is a generous 6% matched contribution pension scheme for all staff.

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

Inclusion North exists to make inclusion a reality for all people with a learning disability, autistic people 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, autistic people and their families, and we work to remove those barriers by including people, the organisations that support them and local communities in our work.

Together we share a vision and a passion for inclusion, and we work hard to put this into practice.

We 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/>

Find us on Twitter @InclusionNorth and Facebook

<b>Job Description</b>	
<b>Job Title:</b>	Part time Administrators
<b>Location, Hours and Salary:</b>	<p>The roles are home based.</p> <p>We have 40 hours per week of work to be shared between two people.</p> <p>The salary is £21,306.35 – 37.5 hours week Full Time Equivalent</p>
<b>Accountable to:</b>	Office Manager
<b>Hours of work:</b>	The working hours can be arranged to fit between Monday to Friday 8am to 5pm
<b>Type of contract</b>	Permanent
<p>Work with the Office Manager and other administrators to provide flexible supportive for the whole organisation and the people we work with.</p>	
<p><b>Tasks</b></p> <p>The types of tasks you would do as an administrator for Inclusion North are:</p> <ul style="list-style-type: none"> <li>▪ Telephone calls to the team, and to the people and organisations we work with</li> <li>▪ Creating fliers for meetings and events</li> <li>▪ Setting up online booking forms or online meetings and collecting details of people who want to attend our meetings and events</li> <li>▪ Formatting or creating documents or presentations in Word, PowerPoint or Excel</li> <li>▪ Sending out meeting invitations and resources</li> <li>▪ Creating online surveys and presenting the information collected in reports</li> </ul>	

- Booking accessible travel, meeting rooms and hotels
- Taking notes and typing these up into an accessible format including easy read
- Researching contact information of groups and organisations
- Updating our website information and using social media to promote our work
- Helping people in the team solve problems like IT issues or finding information
- Helping with finance like paying suppliers and making payroll amendments
- Sharing your ideas in our team meetings and away days
- Supporting 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>▪ Excellent note taker</li> <li>▪ Willing to quickly learn how to present information in an Easy Read format</li> <li>▪ Ability to deliver excellent administrative support to a diverse range of people.</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 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 an organisation 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 working with social media including Facebook, Twitter and Instagram</li> <li>▪ Able to support others 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 and finding solutions to problems.</li> <li>▪ A strong belief in equality and rights for everyone no matter who they are</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.**