

Job Description

Post title:	Administrator
Responsible to:	Chief Executive Officer
Location:	OACP, 9/10 Napier Court, Barton Lane, Abingdon OX14 3YT, with home-based working
Salary:	£20-22,000 pa (dependent on experience)
Hours of work:	Full time - 37 hours per week over 5 days

Main Purpose:

To carry out administration duties and responsibilities within the Association, and provide organisational and financial support to the Chief Executive Officer as required.

Principal Responsibilities:

- To support the operation of an effective Association;
- To provide administrative support to the CEO including organisation of meetings and events;
- To ensure that provider, membership and other databases are updated and maintained;
- To maintain the Support with Confidence register and be the first point of contact for Approved Personal Assistants and those interested in registering;
- To ensure, in liaison with the CEO, that finance records are maintained and updated as required including producing and processing sales invoices, receipts and payments;
- To ensure that OACP's communications with providers and commercial partners is conducted effectively and in a manner which is professional and supports a positive impression;
- To be the first point of contact for callers to OACP, providing a professional first contact and redirecting calls and taking messages as required;
- To undertake any other duties of a similar nature and level of responsibility, as required by OACP.

Person Specification

This post is the first point of contact for OACP and the postholder should have, and maintain, a positive, welcoming, friendly company image to visitors, customers, and vendors in person, online, and via telephone. The postholder will ensure a proper flow of office procedures and support the organisation by carrying out common office duties.

We consider that the following skills and abilities, experience, knowledge and attitudes are required for the post of OACP Administrator.

Skills and abilities

1. Ability to communicate clearly, professionally and effectively both orally and in writing.
2. Ability to work on own initiative, whilst keeping clear communication to the OACP team.
3. Ability to organise own workload; prioritising and taking responsibility for own work.
4. Numeracy skills to Level 3.
5. Literacy skills to Level 3.

Experience

1. At least 1 year's experience of working in an office environment.
2. Maintaining office systems.
3. Using MS Office and online accounting software, including Sage and Paypal.
4. Financial and book keeping experience.
5. Experience of managing and maintaining databases, including Constant Contact and WordPress.

Attitudes

1. An interest in adult social care and the issues in delivering good care.
2. Commitment to OACP's aims of supporting and representing its members, keeping them informed about issues that are likely to affect their organisation and ensuring that their voice is heard.
3. Understanding of the need for policies, which promote fair treatment for all members and staff, and the ability to abide by OACP's equal opportunities policies.
4. Willingness to attend training and share skills within OACP.
5. Flexibility as OACP's remit is wide and diverse.

The post is open to home-working, or can be based at our office in Abingdon.

Some travel may be required to meet social care providers and attend meetings inside and outside Oxfordshire.

Two references will be required, including from your current or most recent employer.

About OACP

OACP is the trade organisation for all adult social care providers in Oxfordshire. We work with all providers delivering support and care for any condition in any setting, both registered and un-registered.

We are a membership body, but we have connection and contact with many organisations beyond our membership. Some of our members are registered with the Care quality commission and some are non-registered. We also have members and partners based in the voluntary and commercial sectors. Our members are care homes, home care providers, supported living providers, mental health charities and day time support and information & advice organisations.

We work closely with the County Council and the Clinical Commissioning Group in Oxfordshire. We are partly grant funded by Oxfordshire County Council and partly income generating through membership fees, training delivery, commercial partnerships and advertising revenue through our flagship magazine, Talking Care.

We stand up for adult social care to promote good news stories and also support best practice and promote good care. We liaise regularly with media outlets and represent the sector when needed. We facilitate forums for diverse parts of the sector and work alongside national organisations including Skills for Care and the Care Association Alliance.

We manage the register for approved personal assistants under the Support with Confidence scheme on behalf of Oxfordshire County Council.

Working for OACP is stimulating and provides an insight into today's delivery of adult social care and the pressures it faces. We are a small organisation with just three paid employees and a small Board of Directors. After being incorporated in January 2014, we are now part of the fabric of adult social care in Oxfordshire.

Find out more at:

www.oacp.org.uk

<http://talkingcare.online>

Find us on Twitter, Facebook and Instagram.