



BACKGROUND TO BRADFORD WOMENS AID

Bradford Women's Aid was set up by feminist activists in 1985 to provide refuge and support services for women experiencing domestic abuse. It is both a charitable organisation and a limited company. Bradford Women's Aid has changed and developed over the years and today the refuge, outreach and resettlement services provide assistance to over 300 women and children each year.

The Outreach Service was developed in 1998 to offer practical and emotional support, assistance and information to women experiencing domestic abuse living in the Bradford area. The Volunteering aspect of Bradford Women's Aid was also developed at this time.

The Resettlement Service was developed in 2001 to offer practical and emotional support, assistance and information to women experiencing domestic abuse who were moving out of refuge or other supported accommodation and into independent accommodation.

Bradford Women's Aid is governed by a voluntary Management Committee who delegate overall responsibility for the smooth running of the organisation to the Manager who in turn delegates the day to day management for each individual service to a Team Leader. The management ethos of the organisation is consultative but also directive.

JOB DESCRIPTION FOR ADMIN WORKER

The following information is designed to help staff to understand and appreciate their role at Bradford Women's Aid. However the following points should be noted:

Whilst every endeavour has been made to outline the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore are included in the Job Description. Staff should not refuse to undertake work, which is not specified here, but should record any additional duties they are required to perform and bring them to the notice of the Manager.

Prime Objectives of the Post

The role of the Admin Worker is to provide comprehensive administrative services to the Manager, Team Leaders and other staff as appropriate and through the admin role assist in the smooth running of the organisation.

RANGE OF RESPONSIBILITIES

Providing administrative support to the Management Committee / Board of Directors and the Manager to include preparation and circulation of agendas and agenda papers, attending meetings as required, taking accurate minutes, typing them up and circulating them and copying and circulating other information.

Answering the phone transferring calls as required and recording any messages received ensuring that such messages are passed on promptly.

Taking a reception role where possible ensuring that all visitors to Bradford Women's Aid are welcomed into the building and sign in/out.

Monitoring all stationery and equipment supplies and maintain supplies as necessary.

Maintaining the office filing systems, equipment, etc. Monitoring the contract for the photocopier and ensure that is maintained in full working order at all times.

Maintaining an up to date list of staff and management committee/board /stakeholders contact details gathering this information from the relevant sources and ensuring that staff files are maintained.

Collecting and collating information such as that gathered from Stakeholder Reviews, On Call Monitoring, Equal Opportunities Monitoring.

Taking responsibility for ensuring periodic mailings to stakeholders such as `Information for Referral Agencies`, AGM invites, Stakeholder Reviews.

Ensuring that minor repairs required throughout the offices are reported to the landlord or maintenance person as appropriate.

Ensuring that that waste paper, used printer cartridges etc are recycled dealing with the appropriate organisations and according to environmental policy and procedure.

Accountability and Responsibility

The Admin Worker will be accountable to the Manager who will provide regular supervision sessions and an annual appraisal.

The Admin Worker may sometimes be required to take responsibility for overseeing the day to day work of volunteers / students on placement in the admin office.

Personal responsibilities

To fully understand the aims, objectives and ethos of Bradford Women's Aid and to adhere to all relevant organisational policies and procedures, using the correct procedures for recommending changes to policy.

To maintain a high degree of professionalism and ensure that all work is carried out to a high standard.

To be responsible for assets, materials, safe-keeping of keys, cash and equipment used in pursuance of duties.

To take responsibility for participating in regular structured supervision sessions with the Manager and to report back on work, how successfully targets are being met and to identify areas for professional and service development.

To work within budgetary constraints.

Confidentiality

The post holder is responsible for ensuring that the project promotes and maintains a strict code of confidentiality. She will have access to a variety of confidential information concerning staff (and at times clients) and must ensure that confidentiality is maintained at all times.