



Main

To support the Consistency and Efficiency Manager and teams with a range of administrative activity ensure the effective coordination and delivery of high quality support to service users.

SCOPE OF JOB AND FOCUS OF ROLE

- Service Delivery – 90%
- People Management – 0%
- Sustainability and Business Development – 0%
- Finance and Resources – 10%

KEY RESPONSIBILITIES

- To gather and process data to provide service specific activity reports to support meet the monitoring requirements of funders and to evidence service outputs/outcomes
- To support with the monitoring of finances and preparation of monthly finance accounts
- Support referral processes in accordance with the needs of the service
- Act as a first point of contact for service users, families and professionals as required in the service, answering phone calls, responding to enquires
- To coordinate activity in lien with the needs of the service e.g. group work, large meetings with external partners, events
- To support the production and dissemination of service-specific information to service users, carers and external stakeholders
- To build and maintain positive, effective professional working relationships with internal and external customers and other stakeholders in accordance with the needs of the service
- To work with the Consistency and Efficiency Manager and teams to recommend an implement changes to work flows and procedures to improve service efficiency and increase productivity
- To carry out a range of tasks to ensure the effective and safe running of office/ service premises
- Provide full systems support to the service (in line with specific requirements) to ensure effective record keeping and compliance with all regulatory requirements and internal/external quality standards

TERMS & CONDITIONS

Contract Type

This is an unlimited contract.

Salary

£19,894 Pro-rata per annum

This salary is equivalent to PSS Fixed point 23

Hours

20 hours per week

Location

PSS Shared Lives, South Point, Park Plaza, Hayes Way, Cannock, Staffordshire, WS12 2DB

Annual Leave

23 days per year (pro rata for part-time staff). In addition to eight paid statutory bank holidays (bank holidays are pro rata for part-time staff).

Pensions

PSS operates an Occupational Pension Scheme with The People's Pension.

Conditions of Service

Offers of employment are made subject to the following conditions:

- a) Completion of medical questionnaire
- b) Receipt of two satisfactory references, including one reference from a current or most recent employer.
- c) Authorisation to work in the UK. Under the Immigration, Asylum & Nationality Act 2006 successful candidates will be required to produce documentation which demonstrates their authorisation to work in the UK. Documents may include; Passport; full birth certificate; UK work permit; Home Office letter.

ADDITIONAL DUTIES

1. To actively participate in developing directorate, team and individual objectives and plans, attend staff performance management and learning and development reviews.
2. The post holder is expected to be flexible in the performance of duties and to undertake any other duties identified as appropriate to the post.
3. All jobs are subject to change from time to time and this job description will be reviewed regularly and may be updated to include reasonable changes in consultation with the job holder.

JOB DESCRIPTION

This job description is a guide to the work you will be required to undertake and represents a range of responsibilities commensurate with the grade for the post. It does not form part of your contract of employment.

Person Specification
Service Co-ordinator

Requirement	Essential	Assess from:
	E= Essential D = Desirable	A = application I = interview R = references E = exercise/practical C = Copy of certificates
Attitude		
Commitment to, and demonstration of, organisational behaviours and values	E	I
Self-starter able to work on own or collaboratively as part of a team	E	A,I
Excellent team worker and flexible approach with the belief that nothing is too much trouble	E	I
A passion for customer service, with commitment to equality and diversity	E	A,I
Strives for continuous improvement and development of self, professional knowledge and service delivery	E	I
Knowledge		
In-Depth knowledge of MS Office Applications	E	A,I,E
Comprehensive knowledge of office administration including: <ul style="list-style-type: none"> File and record maintenance Development and implementation of information and other knowledge management systems 	E	A, I
Skills		
Demonstrates excellent oral and written communication skills including the ability to use computer technology	E	A,I,E
Advanced organisational skills and attention to detail	E	A,I
Demonstrates the ability to prioritise tasks and meet deadlines	E	A,I,E
Experience		
Experience of supporting customers and responding to queries	E	A,I
Maintaining physical and electronic records and producing reports including managing sensitive and important data	E	A,I
Utilising a wide range of MS Office applications including Word, Access, Excel and Outlook	E	A,I
Supporting events/meetings	E	A, I
Qualifications and training		
L3 Diploma in Business Admin or comparable	E	A
ECDL/or be working towards an IT qualification	D	A