

APPLICATION PACK



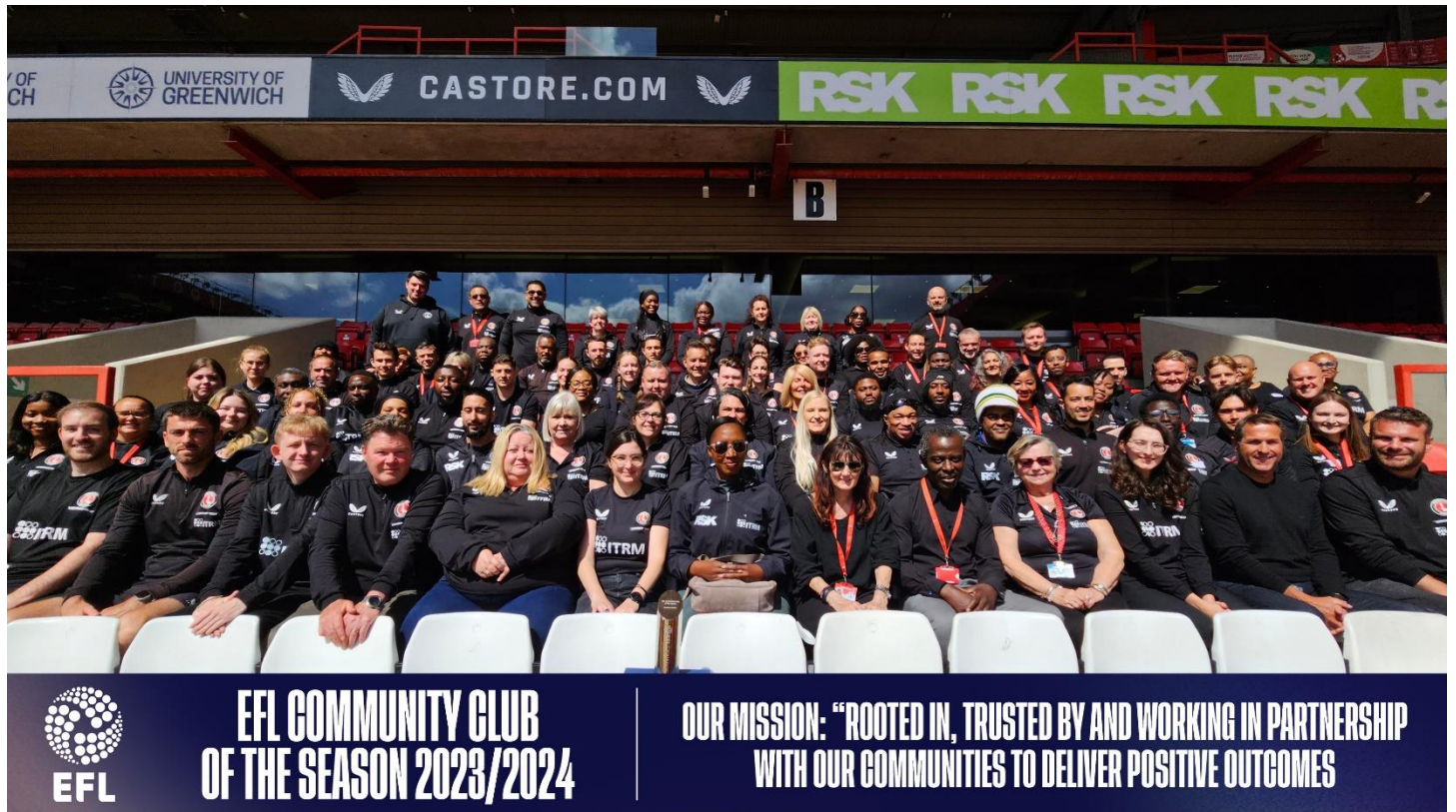
Administration and Office Coordinator Young Greenwich



INVESTORS
IN PEOPLE



APPLICATION PACK



A new report has shown that across Charlton Athletic Community Trust's (CACT) programmes in South East London and Kent, a social value of £49,609,000 has been generated. This means that for every £1 the charity invests in a one-year period, £9.52 of social value is created.

An independent charity since 2003, CACT's work and its impact has grown year on year, now working with over 25,000 participants annually.

CACT has identified three core outcomes which underpin its work in the community:

- Improved physical and mental health and wellbeing
- Improved access to education and employment
- Increased community and social cohesion

CACT runs more than 65 programmes which help achieve these outcomes.

CACT is one of the biggest football community trusts in the country; principal areas of work are:

- Early Help and Prevention
- Education
- Football and Sports Development
- Health Improvement
- Social Action and Enterprise
- Youth Services

This is an exciting time to join CACT as we have recently launched a new five-year Strategic Plan for 2024-2029 informed by extensive consultation with our communities, our staff, our Trustees and our partners:

Our Mission	Our Values	The Golden Threads that are woven throughout everything we do
"Rooted in, trusted by and working in partnership with our communities to deliver positive outcomes"	<ul style="list-style-type: none"> ✓ Adaptability ✓ Equity ✓ Integrity ✓ Passion ✓ Respect 	<ul style="list-style-type: none"> ✓ Safeguarding ✓ Leadership & Governance ✓ Equality, Diversity & Inclusion ✓ People & Organisational Development

Employee benefits include:

- Friendly working environment
- Employee Network Groups (Equality, Diversity and Inclusion Working Group (EDIWG), Women’s Network, Green Team and the Health and Wellbeing Network)
- 23 days annual leave – this includes 3 days which must be taken at Christmas and an additional 1 day for every full year continuous service up to a maximum of 5 years (plus 8 days statutory bank holidays)
- Flexible Working
- Internal and external training opportunities
- Employee Assistance Programme - includes a range of retail and entertainment discount vouchers
- Eye-care vouchers
- Cycle to Work scheme
- Enhanced Maternity and Paternity Packages
- London Living Wage employer

CACT is committed to embracing and fostering equality, diversity and inclusion in the workplace as well as in the delivery of its services, activities, and programmes, by promoting a positive organisational culture that values all staff and service users. We will strive to create an inclusive environment where everyone feels able to participate and achieve their potential.

CACT has achieved both the Mayor of London’s ‘Good Work Standard’ accreditation and ‘Investors in People’ accreditation. Together they provide external validation that CACT is a great place to work.



JOB DESCRIPTION

Job Title:	Administration and Office Co-ordinator – Young Greenwich	Reporting to:	Young Greenwich Partnership Manager
Pay:	£26,000 per annum	Contract type:	Permanent
Location:	Valley Central Youth Hub	Days and hours of work:	Full time, flexible may include evenings and weekends
Document created:	October 2024	Ref number	CACT/2024/AOC/NOV

Purpose of the Role:

- To input and co-ordinate statistical data onto relevant CACT monitoring systems.
- To carry out front of house duties and assist in the daily running of Valley Central.
- Support Young Greenwich monitoring

Key Responsibilities include (but not limited to):

Administration

- To input registers, co-ordinate and upload session information and manage relevant databases.
- To liaise with delivery staff & partners in collating relevant information and be the first point of contact for queries relating to registers and session information.
- To manage and prioritise workflows, as required.
- To understand how CACT's database systems operate and provide progress updates for programme managers.
- To provide specific administrative support to enhance the development of the service.
- To ensure that all data is kept up to date, cleansed regularly and is GDPR compliant.
- Arrange and deliver training sessions to new staff on administrative requirements
- Support Unit manager with monitoring requirements
- Support the holidays programmes

Website

- To ensure partners info is kept up to date
- To update timetable as necessary
- To manage bookings via the website
- To manage contacts/queries received through the website
- Support the marketing officer

Front of House & Daily Running of Valley Central

- To undertake reception and front of house duties at Valley Central and be the first point of contact for staff and visitors.
- To assist the Unit Manager of Valley Central in coordinating bookings.
- Creating and maintaining filing systems

Other duties

- To present a professional image in dealings with both internal and external contacts and partners, acting in a professional manner.
- Assist with implementation of H&S requirements
- To adhere to CACT's policies and procedures

Any additional duties to support the organisation as and when required.

PERSON SPECIFICATION

Job title: Administration and Office Coordinator

Person Specification		
Attributes	Essential	Desirable
Qualifications and experience		
Skills, ability & knowledge	<ul style="list-style-type: none"> • Ability to plan your own work, work on your own initiative and meet deadlines. • Excellent interpersonal and communication skills, both verbal and written. • Proficient ICT skills • Highly organised • The ability to be a positive part of a high performing team Reliability and excellent timekeeping 	<ul style="list-style-type: none"> • Knowledge of CMS • Quarterly monitoring requirements • Knowledge of GDPR regulations
Personal qualities	<ul style="list-style-type: none"> • Willingness to work flexibly. 	



APPLICATIONS

CACT is committed to the safeguarding of its staff, volunteers and young people. Any job offer made is subject to satisfactory references and Disclosure and Barring Service (DBS) check.

Application forms are available from <https://charlton.clubcast.co.uk/cact/get-involved/job-opportunities>

To apply for this role, please send a completed application form detailing how you meet the requirements of the role and an equal opportunities monitoring form to Jobs@cact.org.uk

Please note: CVs will **not** be considered.

Closing date for applications: 10/11/2024

Interviews will take place the week after the closing date.