

Job Description

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| Job title | Data and Administration Assistant - Mockingbird |
| Accountable to | Monitoring and Evaluation Analyst |
| Objectives | To support the work of the Mockingbird team with the operational delivery of this transformational programme, in partnership with Fostering Services across the UK.  To assist and support with data collation and provide support to the administrative processes within the team |
| Hours per week | 36 per week |
| Location | Home based |
| Status | Permanent |
| Disclosure required?  (The post involves contact with children and/or access to confidential information about children and families) | No |

**Responsibilities and accountabilities**

1. To support the monitoring and evaluation analyst with the collection and collation of evidence and data produced by all Mockingbird partners
2. To provide administrative support to Mockingbird central team including , data preparation, data entry and database maintenance.
3. To provide overall administrative support for the Mockingbird central team; including accurate and timely processing of invoices and expenses, arranging meetings, to be a point contact for Mockingbird enquiries.
4. To assist and support delivery of national programme of events and training
5. Support programme communication activity including; maintaining stakeholder records and updating website
6. To support the team and wider organisation to develop and sustain the Mockingbird programme, increase its presence and raise awareness throughout the UK

## Management

## None

## Budget

None

## General statement

It is the nature of The Fostering Network that tasks and responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in their job description. **Person Specification**

## Our Values

As an organisation, we believe that we make a difference to foster care and our people values are expressed in the work that we do:

We are TRUSTED

We are TOGETHER

We are VITAL

## Knowledge and Experience

## Essential

1. Experience of providing data and administrative support in a charity/third sector/public body.
2. Experience of supporting data collection and collation
3. Experience of keeping accurate records using quantitative and qualitative data, including database input and maintenance
4. Experience of providing excellent customer service
5. Experience of processing invoices and expense claims
6. Experience of or an understanding of handling confidential and sensitive information
7. Ability to work and support team remotely.

## Desirable

1. Experience of events planning and coordination
2. An understanding of issues affecting children in public care and of current issues in foster care
3. An understanding of the importance of brand

## Skills and Abilities Essential

1. Ability to work as part of a remote working team; bringing enthusiasm, energy and focus.
2. Strong attention to detail.
3. Excellent planning and organisational skills, ability to prioritise workload, deal with conflicting demands and meet tight deadlines.
4. Good interpersonal skills, able to communicate confidently with a range of people at all levels clearly and consistently.
5. Excellent IT skills, including experience of using Microsoft 365 (Excel, Outlook, Dynamics, PowerPoint and Teams) Eventbrite, CRM/database management

## Desirable

1. Ability to be a pro-active self-starter and to problem solve creatively.

## Attitudes

**Essential**

1. Commitment to valuing diversity and promoting anti-discriminatory policies and practice.
2. Keen to be part of an exciting initiative – bringing a positive attitude with a flexible and creative approach to achieving programme deliverables
3. Prepared to work flexible hours including occasional overnight and weekends to meet the needs of the programme.
4. Prepared to travel within the UK with adequate notice.
5. Prepared to support the wider work of The Fostering Network

**Additional Information**

**Pay and conditions of service**

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| Band | The Fostering Network Band 6 |
| Salary | £19,147 - £27,341pa |
| Annual Leave | 25 Days plus five The Fostering Network days |
| Allowance | Homeworking Allowance |
| Probationary period | Six calendar months. |
| Notice period | Four working weeks  One week during probationary period. |
| Hours of work | 36 per week |
| Pension | Optional. Money-purchase scheme and salary sacrifice option is available with AEGON:  Employee contribution is 3% of gross annual salary  Employer contribution is 5% of gross salary. |
| Season Ticket Loan | An interest free season ticket loan is available to all staff immediately. |
| Trade Union | The Fostering Network recognises the trade union Unite and members of staff can join if they wish. |

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