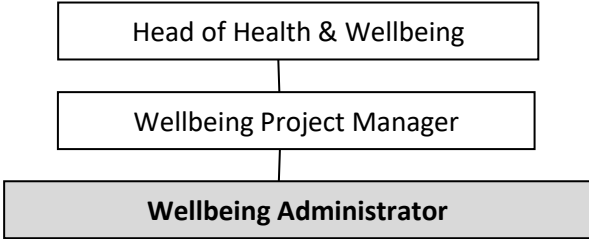


<b>Job title</b>	Wellbeing Administrator	<b>Department</b>	Wellbeing Team
<b>Position reports</b>	Wellbeing Project Manager	<b>Position is responsible for</b>	N/A
<b>Location:</b> Kingswood			
<b>Main purpose of job:</b> To provide administrative support to the One You South Gloucestershire Wellbeing project			
<b>Position in Organisational Structure</b>			
 <pre> graph TD     A[Head of Health &amp; Wellbeing] --- B[Wellbeing Project Manager]     B --- C[Wellbeing Administrator]     style C fill:#ccc           </pre>			
<b>Length of contract:</b> Fixed term until 31 <sup>st</sup> March 2024		<b>Salary:</b> £21 028 per year Pro Rata Part time 18.5 hours per week	

<b>Main duties</b>
<p><b>Kingswood Office</b></p> <ul style="list-style-type: none"> <li>• Organise disposal of confidential waste</li> <li>• Track stocks of office supplies and place orders when necessary</li> <li>• Liaise with Facilities manager on site for maintenance issues.</li> <li>• Check ID documents for employees who cannot attend Patchway Office.</li> <li>• Office induction for employees to include Fire safety, signing in and out, passcodes, keys, orientation to Kingswood Estate</li> <li>• Oversee petty cash.</li> <li>• Arrange desks and desk plans to make them suitable workspaces.</li> <li>• Ensure the office is a safe environment</li> </ul> <p><b>Communication and Administration:</b></p> <ul style="list-style-type: none"> <li>• Liaise and act as a point of contact for employees, partners and the public via wellbeing telephone and wellbeing email.</li> </ul>

- Act as a point of contact for clients and their relatives. The post holder should be polite and empathetic to the clients' needs at all times and be able to communicate effectively when dealing with difficult situations/conversations.
- Return calls promptly, keep callers updated with information, process queries as appropriate and take responsibility so that all relevant people are notified.
- Escalate client's queries and general issues to line manager or other relevant staff as appropriate
- Collate and update the Wellbeing Team calendar.
- Promote activities on the OYSG wellbeing project through social media.
- Maintain OYSG social media channels and OYSG Southern Brooks website pages.
- Use Eventbrite to manage bookings of wellbeing sessions for the public

**Organising and Planning:**

- Collate statistics relating to attendance and client feedback from Everbrite on a quarterly basis
- Attend meetings as required by the line manager.
- Carry out associated clerical duties, for example maintaining accurate filing systems, receiving post.
- Maintain the Kingswood Office environment

**Information Resources:**

- Use computer systems and Charity Log to accurately input and retrieve clients information, updating where necessary.

**Other:**

- Act with flexibility to utilise skills in other functions when appropriate or required by the Line Manager.
- Always Maintain confidentiality and discretion and comply with the terms of the Data Protection Act 2018 as well as local and Southern Brooks Community Partnership policies

**Last updated:** March 2023

**Date of next review:** March 2024