



Administrator

20 hours per week, Term-Time only

Pay: £12.50 per hour, £10,500 annually

Job Description

Shropshire Parent Carer Council (PACC) are looking for a responsible administrator to help with the day-to-day operations and running of the charity, reporting to senior leads and working with the wider team. We are looking for an administrator with recent and relevant work experience, a knowledge of SEND and systems in Shropshire, who is organised and able to multi-task. This position is Part-Time (20 hours a week, Term-Time only) and working from home.

Responsibilities

- Booking meetings and scheduling events
- Providing in person support at events
- Maintaining internal systems, including databases
- Distributing incoming emails
- Handling queries from parent carers and practitioners
- Managing calendars
- Mail Outs
- Website Updates
- Monthly Newsletter
- Taking minutes and logging actions in meetings

Essential Requirements and skills

- Parent Carer with experience of the SEND system in Shropshire
- Proven recent experience as an Administrator
- In-depth knowledge and experience with Microsoft Office (Word, Excel and PowerPoint) including Teams
- Excellent organisational and time-management skills
- Strong written and oral communication skills
- Problem-solving attitude with an eye for detail
- Ability to work independently and as part of a team
- Working under pressure and to tight deadlines.

Desirable Skills

- Database/ CRMS experience
- Customer Service experience
- Business to Business experience

If you are interested in this position, please email your CV and covering letter to info@paccshropshire.org.uk by Friday 19th April 2024.