Southampton City Mission

Job title	SCM Administrator
Reports to	SCM Office Manager
Based at	SCM Offices, Unit 5, 2nd Ave Business Park, Millbrook, SO15 0LP

Job purpose:

To be responsible for day-to-day Data Protection and Health and Safety matters across the organization. To provide administrative support for the effective delivery of SCM's projects and for the running of the charity.

Key responsibilities and accountabilities:

Data Protection
1. To be responsible for day to day Data Protection issues.
2. To keep abreast of Data Protection Law and regulations and advise Trustees and staff as necessary.
3. To initiate and implement systems and procedures to comply with Data Protection Law across the whole organisation and within projects.
4. To ensure personal information is only kept for as long as necessary and is disposed of/deleted in line with data retention procedures.

Health & Safety
1. To be responsible for day to day Health and Safety issues and the implementation of the Health and Safety Policy.
2. To keep abreast of Health and Safety Law and regulations and advise Trustees and staff as necessary.
3. To ensure risk assessments are undertaken and actions addressed in a timely manner.
4. To maintain the accident book and first aid supplies for SCM head office.
5. To respond to concerns about Health and Safety and work with other staff to resolve.

Volunteers
1. To ensure new volunteers are properly enrolled e.g. enrolment form received, references obtained, database updated.
2. To ensure new volunteers complete the relevant induction training & receive updates to policies and procedures as required.
3. To be aware of current volunteer vacancies across the organisation.
4. To support the Administrative Assistant in responding to volunteer enquiries.

SCM Projects

To provide admin support to the Project Managers as requested. In particular:

Schools
1. To oversee the work of the Administrative Assistant and any volunteer schools admin assistants, and provide support/cover in the areas of bookings, external communications volunteer administration etc.
2. To provide admin support relating to Safeguarding matters e.g. posting DBS forms and recording results on the Single Central Register.

Basics Bank
1. To help maintain the online referral system, including registrations, dealing with queries, voucher top ups etc.
2. To maintain a mailing list for Referral Agents on Mailchimp.
3. To ensure that Referral Agents are informed of operational changes to SCM Basics Bank, as directed by the SCM Basics Bank Manager.
4. To purchase equipment and resources as directed by the SCM Basics Bank Manager.

Marketplace
1. To process and maintain member and volunteer records.
2. To assist the Marketplace Manager with publicity and other tasks as necessary.

(Marketplace is a new project for the organisation and the administrative support required will evolve as the project grows and becomes established).

General Administration
1. To assist with the smooth running of the office.
2. To keep an office diary.
3. To identify staff training requirements and arrange necessary training.
4. To assist with following up actions from the Risk Register.
5. To respond to telephone, email and postal enquiries as necessary.
6. To provide other administrative and general support as required.