

## Administrator

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### Salary and Grade

- £18,732 - £21,542 per year (Phoenix Futures Grade E).

Phoenix Futures has a 4-level salary scale. The starting salary for this post will be either £18,732 (Level 1) for staff that require development to perform the role, or £19,355 (Level 2) for staff demonstrating existing competence. The starting level will be assessed at interview. Progression to Levels 3 and 4 is based on the assessment of performance at annual appraisal.

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### Hours of Work

- 35 hours per week (excluding lunch breaks), normally worked over 5 days Monday to Friday.

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### Main Responsibilities

- To be responsible for administration within a Phoenix Futures service. Specifically to:
  - Ensure that necessary secretarial and administrative work is carried out to a high standard
  - Ensure that regular returns to Central/Regional office, are completed and sent.
  - Ensure that petty cash used within the service is properly accounted for and recorded.
  - Prepare and processing of invoices.
  - Carry out telephone reception duties.
  - Assist the Service Manager in the monitoring of health and safety,
  - Work to Phoenix Futures' policy and values in equality and diversity.
  - Undertake any other tasks in line with this post.

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### Additional Information

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*Phoenix Futures defines all job roles using competencies from relevant occupational standards.  
The full competencies required for this role are provided in the attached Role Profile*

**Role Profile****Administrator****Reports to****Service Manager****Objective of Role**

The post holder will be responsible for administration within a Phoenix Futures service.

Phoenix Futures role profiles are based on recognised national occupational standards, which list the required competencies to perform a particular job. The competencies for this role have been taken from The Council for Administration, the Drugs and Alcohol National Occupational Standard (DANOS) and the Chartered Institute of Personnel and Development and are listed together with the respective code from the standard. In addition to job specific requirements, Phoenix Futures has four common competencies that apply to all roles within the organisation, which are coded PH1-4.

<b>Common competencies for all Phoenix Futures roles</b>
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Promote people's equality, diversity and rights

Develop awareness of drug and alcohol misuse and the work of Phoenix Futures

Make use of supervision

Demonstrate flexibility and a positive attitude to change

<b>Core competencies for this role</b>
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| • Process financial information  | 220 |
| Create and manage information systems  | 410 |
| • Provide information to support decision-making                                   | 405 |
| • Contribute to the maintenance of a healthy, safe and productive work environment | 302 |
| • Research, prepare and present information from a variety of sources              | 305 |
| • Maintain and develop paper based information systems                             | 306 |
| • Preparing reports and returns  | 421 |

**Other**

- The recruitment process

**Desirable Qualifications and Experience****Additional Information**

- **Annual Leave**

You are entitled to 25 days holiday per year, with an additional 8 days in lieu of public holidays. Your holiday entitlement rises incrementally to 30 days per year.



- **Pension Scheme**

Phoenix Futures provides a contributory final-salary based pension scheme with the Pension Trust which you can choose to join.



- **Life Assurance**

We provide Life Assurance for you while you are on work duties. The level of cover is 3 times your annual salary.



- **Personal Training and Development**

As an accredited 'Investor in People', we provide free training and development for all our staff. Every four months you will receive a personal training planner showing the learning opportunities on offer. Some of our in-Futures programmes are accredited and lead to recognised qualifications.



There is also funding for relevant external training programmes.

- **Flexible Working**

Phoenix Futures has flexible-working policies for staff that have the responsibility for 'dependents'. Whilst flexible-working arrangements are not guaranteed, every effort will be made to accommodate needs.



- **Interest Free Travel Loans**

We offer an interest free season ticket loan to assist you with the costs of travelling to work. This is deducted monthly from your salary.

