

Administrator – 40 hours per week – Chatham, Kent – circa £18,000 to £20,000 per annum

Due to a reorganisation at our progressive charity, we are looking for highly motivated and experienced administrators to form part of a friendly and supportive team at our head office in Chatham.

You will provide a comprehensive administration service for our adoption and fostering team. This is a highly regulated service with close scrutiny from external agencies such as Ofsted. Whilst it would be an advantage to have worked in a similar environment and/or Access to Records administration it is not essential as training will be provided.

You will be expected to be proactive and flexible when working as part of a team as well as able to work on your own initiative. You must be able to relate to individuals at all levels of the organisation and demonstrate good communication skills. A professional, yet personable, approach to your work, particularly when dealing with colleagues and clients, is essential.

You will have a good standard of IT skills and it is desirable that you will have or are working towards a relevant qualification.

About the charity

Diagrama Foundation is a charity dedicated to supporting children, families and adults at risk of social exclusion. Our aim is to prevent people from becoming socially excluded and to reintegrate those who have, by undertaking research into best practice and developing programmes and centres to achieve this. We have a range of services in the UK including adoption, fostering, education, and residential services for adults with learning disabilities and the elderly.

Key responsibilities of the role

- Provide administrative support to ensure the smooth running of our adoption and fostering service, including attendance at meetings and note taking as required
- Produce and maintain reports and statistical information as required to meet the needs of the business and ensure relevant information is available to managers
- Provide administrative support to social workers to ensure the service provision meets the standards required
- Undertake all necessary statutory checks for all adoption/fostering applications
- Ensure all administration procedures are compliant and assist in preparation for statutory inspections
- To respond professionally to all enquiries ensuring the relevant information is passed to the appropriate social worker
- Develop and maintain all records and systems ensuring that relevant information is passed to the social workers in a timely manner

What we offer

We offer a competitive salary and benefits package which includes healthcare, company pension scheme and graduated sick pay scheme.

Closing date for receipt of applications is 17th February 2018.

If you are interested in this position please complete and return the application pack our website www.diagramafoundation.org.uk. Application packs can also be obtained by contacting hr@diagrama.org