



JOB DESCRIPTION

Title:	Office Coordinator
Location:	10 Carlton Street, Halifax
Hours:	37.5 hours per week, flexible working hours.
Contract:	Permanent post subject to funding
Salary:	TBA – Dependent on experience
Responsible to:	Project Board
Supervision:	CEO
Reports to:	Project Board

Job Purpose/Main Duties & Responsibilities:

Working in a small, vibrant team you will provide administrative and general support. To take the initiative and overall lead to ensure the smooth running of the administration of TBRP services in Calderdale, with specific responsibility for coordinating the Community Detoxification Service. To provide administrative support for Freedom House, including banking and day-to-day assistance for residents. To work alongside the community development coordinator to support the development of volunteers within the Calderdale services.

Performance Management

- ✓ To provide administration support for all staff and services in The Basement Recovery Project, with special responsibility for maintaining SystemOne records
- ✓ To take responsibility, with the team in Calderdale for meeting local performance targets
- ✓ To work with managers and staff to develop appropriate performance management systems to ensure that appropriate information is collected and presented to a high standard
- ✓ To be involved with clinical and other staff across Recovery Steps in setting and monitoring service planning objectives, regularly updating progress and co-ordination of business plan objectives.

Development of the Community Detoxification Service

- ✓ To lead on the development of the CDS and support staff to deliver a quality and responsive service for people requiring detoxification and stabilisation services
- ✓ Support the Management team to identify potential funding streams and business management where required
- ✓ Assess and make recommendations on how to improve areas of the service whilst working within financial boundaries
- ✓ Maintain records and reports for meeting performance targets.

Staff & Volunteer Development

- ✓ To manage volunteers to ensure smooth running of the service
- ✓ To identify and satisfy training needs and identify an annual training plan for the service
- ✓ To ensure that periodic appraisals of volunteers takes place



The Basement Project

- ✓ To lead on the recruitment of volunteers into the programme
- ✓ To deliver or coordinate a rolling programme of training for project volunteers
- ✓ To co-ordinate the delivery of external training with appropriate training providers
- ✓ To nurture approaches that enable individuals affected by substance use to develop and recognise their skills and gain access to the educational, social, creative and vocational opportunities available to the wider community
- ✓ Share information and teaching collected/researched to improve working environment and performance of volunteers.

Financial Responsibilities

- ✓ To maintain financial systems as directed by the CEO for the preparation of accounts
- ✓ Carry out day-to-day cash handling and banking for Freedom House and petty cash exchanges for volunteers and CDS.

Public Relations

- ✓ To support and maintain systems for imparting information about the service to the general public
- ✓ To oversee an effective complaints procedure and act as a focus for client's suggestions
- ✓ To periodically collate client's views, opinions and suggestions regarding the future development of the service where required
- ✓ To attend relevant forums, networks and events to promote the service, access information and develop working relationships.

General

- ✓ Assertively support connections to community based, mutual self-help groups.

This post is subject to an Enhanced DBS check.

Amendments: This description conveys the present position; it may be amended and reviewed. Any change will be made following a proper period of consultation.

For more information, please visit <http://thebasementproject.org.uk/about/careers/>