

JOB DESCRIPTION



JOB TITLE: Bexley Voice Information and Communication Administrator

HOURS OF WORK: 12 hours a week term time

LENGTH OF CONTRACT: 12 Months

PROBATIONARY PERIOD: 3 months

RESPONSIBLE TO: Bexley Voice Chair of Trustees/PPC

JOB PURPOSE:

To provide a range of high quality administrative support to the Bexley Voice (BV)Team.

To work with the BV team to ensure parent/carers are well informed on SEND issues, what support is available and are aware of opportunities to contribute their views at a local and national level.

MAIN DUTIES:

- To provide administrative support for the BV School Visit Programme. To include
 - Liaison with schools to arrange dates
 - Liaising with the School Visit delivery team
 - Preparation of documentation/monitoring as requested
 - Preparing/maintaining and updating relevant information used.
- To ensure the Bexley Voice Website is up to date.
 - Updating information and removing anything that is out of date
 - Add information identified by the team
 - Draft and 'post' on line forms as required
 - Signpost to Local Offer with links where possible
 - Liaise with the Local offer lead at the Local Authority and updating the BV team as necessary.
- To coordinate the production and distribution of regular BV Ebulletins
 - Hold Ebulletin information from team
 - Produce first draft of termly Ebulletins for review
 - Distribution of Final Draft to members
 - Ensure Mailchimp distribution list is up to date
 - Issue ad hoc Ebulletins as required.

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- To assist with the drafting of BV consultations and promote external consultations, as requested by the team.
- To provide phone support as required, signpost and follow up calls.
- To ensure BV records are kept up to date, producing statistics and monitoring information as required.
- To produce electronic and paper leaflets/documents/booking forms as required.
- To ensure policies, procedures and My Guides are reviewed and updated by the team, as required.
- Provide the GDPR point of contact for the Charity. Ensuring all electronic and paper record systems, which contain sensitive identifiable records, are stored in compliance with the General Data Protection Guidelines.
- To support the team with regards arranging meetings (venues/attenders/agenda/record keeping etc) including the AGM.
- To provide a point of contact for potential fund raisers/donations.
- To set up and maintain filing systems.
- To attend Bexley Voice meetings, as required.
- To attend the BV base, as required.
- To maintain supplies of stationery, tea, coffee etc. at the BV base.
- Other tasks as required by the BV Team.