**Our Vision Our Future**

**Post** IT/Admin/Support Worker

**Based at** Chesterfield Ragged School, Markham Road, Chesterfield, Derbyshire S40 1TA

Also some working in the community, around Derbyshire, further afield and from home.

**Contract** This post is for 12 months with the possibility of extending, depending on funding.

**Hours** This post is for 24 hours per week worked over 3 days with some flexibility to accommodate some evening and weekend work.

Generally, we work Mondays, Wednesdays, and Fridays.

**Salary** Full time equivalent: £23,657 (same as DCC Grade 8 Point 12

£12.26 per hour)

**Pension** In line with current workplace pension requirements.

**Probation Period** 6 months from start date.

**Start Date** ASAP **Subject to references and DBS check**..

**Responsible to** Our Vision Our Future’s Management Committee, supported by our Project Coordinator.

**Our Vision Our Future**

**IT/Admin/Support Worker**

**Job Description**

**Our Vision Our Future** is a Self-Advocacy/Self-Help Group run by and for adults with learning disabilities, based in Chesterfield for people in Derbyshire. We have been providing a service for 30 years. We are a User-Led Third Sector Unincorporated Voluntary Organisation. We are a registered charity. We were recently awarded the Queens Award for Voluntary Service.

To do well in this role you need to take time to get to know our members and understand how our organisation works and the services we offer.

We offer a safe place 2 times a week (Mondays and Wednesdays) for members to meet, make friends and take part in activities. Our committee meet every Friday to get jobs done and for meetings. Our members are fully involved in the running of their group. They take part in various activities/events and enjoy the responsibility of jobs in the office achieving a great deal of confidence, self-esteem and independence.

*For details of the work we do, please see our Facebook page* *facebook.com/ovof.chesterfield*

**Role and Responsibilities**

**Admin**

* Complete our weekly accounts using Excel and accountancy software Dext and Quickbooks. Present to the community accounting service (Mark Newey) at the end of each year.
* Support our Treasurer to present the accounts in an accessible way (use of easy read) at our AGM
* Liaise with our payroll service Velocity and Brightpay App regarding workers’ pay.
* Responsible for Pensions (NEST and Pensions Regulator)
* Support with applications for funding
* Spreadsheet preparation and regular updates for funding applications
* Support with our Annual Report

**General IT**

* Support members to use and promote OVOF through IT and social media.
* Regularly update shared files - we use Dropbox to store and share files.
* Help workers and members with any IT related issues.
* Maintain IT infrastructure (3 Laptops, 3 tablets, 2 PCs 1 smart TV, Alexa)
* Oversee the maintenance, repair and/or upgrade of IT equipment when necessary (subject to members approval).
* Assist in purchase of any new or required IT equipment.
* Instruct members and workers on security and staying safe online

**Web and Social Media**

* Support members to use and maintain their social media accounts (Facebook, Twitter and Instagram)
* Support members to develop and maintain their website in accordance with OVOF’s requirements.

**Database**

* Update and maintain Database for Members’ contact details

**IT Security & Data backups**

* Anti-virus software: install and update when necessary and monitor with appropriate security software and periodic scans.
* Monitor and log all passwords; ensure passwords are changed when necessary i.e. suspected hack attack or any other reason to suspect unauthorised access.
* Install and upgrade Data Backup software.
* Manage Data backups.

**General**

* You will need to be self-motivated and good with time management along with the ability to work to a deadline.
* You need the ability to focus in a noisy environment with frequent interruptions.
* You will work alone and as part of a small team with a willingness to ‘muck in’.
* You will need to keep a record of your work and share information as necessary to keep members and colleagues updated with your work.
* Safeguarding of vulnerable adults - You will be mindful and alert to the safety of our members at all times including online and share any concerns with the Project Coordinator.
* You will be confident with a can-do attitude and a willingness to go that extra mile.
* You will be a good listener with excellent verbal and communication skills with an understanding for the need for easy read, using easy words and pictures. It is very important you are able to use this form of communication yourself.
* You will have the ability to record events/activities, take quality photos and create videos, to share stories and promote OVOF.
* It is important you get our members involved and engaged by understanding their needs and abilities. You must have the ability to step back from taking over, along with the ability to empower our members through self-advocacy and self-help. You will provide the encouragement needed to build confidence and unlock potential by ensuring members have every opportunity to use their skills and talents.

**Monitoring and Evaluation**

* Complete monitoring forms accurately and on time.
* Participate in the evaluation of projects and present findings as and when required.
* Assist with fund raising, funding forms and evaluations as and when required.

**Standards required**

* Understand our Constitution - the rules of our group and keep to these at all times.
* Work to the values of our organisation and show high standards of honesty and professionalism towards our members, colleagues and those we network with.
* A professional and friendly approach in understanding and responding to the needs of our members and colleagues.
* Make sure everyone we work with is treated with respect whatever their ethnicity, disability, gender, religion and sexuality.

**Our Vision Our Future**

**Person Specification**

**IT/Admin/Support Worker**

|  |  |  |
| --- | --- | --- |
|  | Very important | Useful |
| **Knowledge and Experience** |  |  |
| A good standard of education |  |  |
| Educated with a degree or experience of working within a health, social care or voluntary setting |  |  |
| Knowledge and skills to keep our accounts up to date with the ability to work in an orderly and accurate way. |  |  |
| The ability to support members to keep up to date with administrative, paperwork and banking tasks. |  |  |
| Good working knowledge of how to use the internet and social media safely, providing support to members to promote OVOF through social media and to keep our website up to date. |  |  |
| Excellent knowledge and skills using computer software and apps. We currently use the following:  Microsoft Office  Microsoft Excel  Publisher  Microsoft PowerPoint  Email Management (Yahoo)  Digital Calendars (Yahoo)  Website (changing over to google web builder)  File Sharing Programs (Dropbox)  Workplace Chat (WhatsApp)  Video Conferencing (Zoom, Microsoft Teams)  Cloud Backup Software  Social Media Management: Facebook, Twitter, Instagram  Accounts (Dext, Quickbooks)  Payroll (Brightpay App) |  |  |
| Experience of working in an empowering way with people with learning disabilities, mental ill health, physical disabilities, visual and hearing problems. |  |  |
| An understanding of autism and Asperger’s syndrome and problems relating to aging and mobility. |  |  |
| Experience of bringing people together and involving them in a way that makes the most of their skills and talents |  |  |
| A good understanding of a user-led organisation, self-advocacy, self-help, peer support, choice and control, equality and diversity and Person-Centred Values |  |  |
| Knowledge of relevant legislation, policy and good practice relating to people with learning disabilities |  |  |
|  |  |  |
| **Skills and Abilities** |  |  |
| Ability to start and complete projects promptly, to get stuck in quickly with focus, energy and enthusiasm. |  |  |
| Ability to work independently to a high standard |  |  |
| Working as part of a team with a willingness to ‘muck in’ |  |  |
| Self-motivated with good time management along with the ability to work to a deadline |  |  |
| The ability to focus in a noisy environment with frequent interruptions |  |  |
| Ability to understand and relate to people from a wide range of backgrounds |  |  |
| Excellent communication skills both verbal and written with an ability to communicate with people using easy read pictures and easy words |  |  |
| Excellent listening skills |  |  |
| Proactive – approach problems before they get out of hand |  |  |
| Ability to stand back from taking over while encouraging and supporting self-advocacy, self-help and independence in a way that empowers people |  |  |
| Excellent networking skills with the ability to support others to build strong working relationships with each other and other organisations |  |  |
| Excellent skills to use social media to include and engage with a wide range of people |  |  |
| Ability to have a flexible approach to work adapting to changing and challenging circumstances as required |  |  |
|  |  |  |
| **Personal qualities** |  |  |
| Non-judgemental with an ability to understand other people's feelings |  |  |
| Understanding of how to build and maintain meaningful relationships whilst maintaining professional boundaries |  |  |
| Enthusiastic with a positive ‘can do’ attitude |  |  |
| Resourceful and creative with the ability to think outside the box. |  |  |
| Strong team player who enjoys working with others |  |  |
| Good at identifying and solving problems |  |  |
| Good self-care with the ability to cope with stressful situations |  |  |
| Forward thinking and open to new ideas |  |  |
| Sociable, approachable and kind with a good sense of humour |  |  |
| A patient, caring, friendly, understanding person who has a lively and encouraging way of working that really gets results |  |  |
|  |  |  |
| **Commitment** |  |  |
| To self-advocacy/self-help to empower our members by listening to them, encouraging them to speak up for themselves and help each other |  |  |
| To practice our policy of including people who might otherwise be excluded or marginalized |  |  |
| To promote good equality and diversity practices |  |  |
| To work in accordance with Our Vision Our Future’s policies (rules) and procedures |  |  |
| To move forward in your professional development with a willingness to do any training required |  |  |
| To work flexibly including some weekends and evenings |  |  |
| To hold a clean driving licence with availability of your own car for occasional travel within Chesterfield, Derbyshire and further afield as required |  |  |

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| OVOF Final Logo Mk 4 cropped- 25-02-15 | **Our Vision Our Future**  Markham Road  Chesterfield  Derbyshire S40 1TA |

Tel 01246 556694 | [ourvision\_ourfuture@yahoo.co.uk](mailto:ourvision_ourfuture@yahoo.co.uk) | [www.ovof.co.uk](http://www.ovof.co.uk)

**Application for the post of IT/Admin/Support Worker**

Please refer to the attached job description and job specification before completing your application, as the information given is very important for this post.

Please return your completed application form to [ourvision\_ourfuture@yahoo.co.uk](mailto:ourvision_ourfuture@yahoo.co.uk) Subject - *IT/Admin/Support Worker*

|  |  |
| --- | --- |
| **First name** |  |
| **Surname** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone** |  |
| **Email** |  |

|  |  |  |
| --- | --- | --- |
| **Do you currently have permission to live and work in the UK?** | **Yes** | **No** |

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| **Education and Training appropriate to this job** |

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| --- | --- | --- |
| **Employment History**  Please give details of your previous employment, starting with the most recent. | | |
| Name and address of  employer | Position held  Reason for leaving | Dates of employment  Month and year |
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| **Skills and experience both inside and outside the work environment.**  Please read the job description and person specification carefully, especially skills needed for this job. |

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| **Why are you applying for this job?**  Why do you think you are the best person for this job? |

|  |  |  |
| --- | --- | --- |
| Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act 1974) | Yes | No |

|  |
| --- |
| If you have a disability, please tell us about any adjustments we may need to make to assist you at interview. |

|  |
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| **When are you able to start this job?** |

*I can confirm that all the information given on this form is correct and true to my knowledge*

**Signature**……………………………………………**Date** ………………………

***Data Protection*** *– This is a confidential document and will only be used for the purposes for which it was intended.*

While every effort has been made to outline all the main duties and responsibilities of this post, a document such as this does not allow every item to be put down in detail. The post holder may be asked from time to time to do other appropriate tasks as and when required.

Decisions about who will be selected for interview will be based only on the information you give in your application form.

**Copies of references and qualification certificates should NOT be enclosed with this application.**

**Curriculum Vitae (CV) will NOT be accepted with this application.**

Should you have any questions regarding this post, phone 01246 556694.

Please remember to complete and return the Equality Opportunities Form. This will not be seen by the short-listing panel.

**Our Vision Our Future**

**IT/Admin/Support Worker**

**References** will be required if you are offered this post.

Please provide **two** references, ideally from previous employers. We will not ask for references before an offer of this job is made.

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Phone |  |
| Email |  |
| Relationship to you |  |

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Phone |  |
| Email |  |
| Relationship to you |  |

*Print name …………………………………………………………………...........*

**Signature**……………………………………………**Date** ………………………

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**Our Vision Our Future**

**Equal Opportunities Form**

Please return this with your application form.

It will be separated from your application before shortlisting.

**The selection panel will not see this form; it will be used for monitoring purposes only.**

|  |  |  |
| --- | --- | --- |
| **1. Your age**   |  |  | | --- | --- | | ☐ Under 25 ☐ 25 - 49 ☐ 50 - 64 | ☐ 65 or over ☐ I prefer not to say | |
| **2. Disability**  Do you have a disability of any kind? Please tick all that apply:   |  |  | | --- | --- | | ☐ Hearing impairment  ☐ Learning difficulty/disability  ☐ Mental health condition  ☐ Physical disability  ☐ Visual impairment | ☐ Other limiting long-term illness/health condition  ☐ I prefer not to say  ☐ No disability | |
| **3. How would you describe your racial or ethnic group (please tick one)**   |  |  | | --- | --- | | *Asian or Asian British*  ☐ Asian - Bangladeshi ☐ Asian - Indian ☐ Asian - Pakistani ☐ Asian – Other | *Dual Heritage*  ☐ Dual Heritage – White & Black African ☐ Dual Heritage – White & Black Afro-Caribbean ☐ Dual Heritage – White & Asian ☐ Dual – Other | | ☐ Black or Black British  ☐ Black - African ☐ Black - Caribbean ☐ Black – Other | ☐White  ☐ White British ☐ White Irish ☐ White – Other:  ☐ Other: |   ☐ Chinese ☐ I prefer not to say |
| **4. Your faith or religion**   |  |  | | --- | --- | | ☐ Atheist ☐ Buddhist  ☐ Christian  ☐ Hindu ☐ Islam | ☐ Judaism  ☐ Sikh  ☐ No religion ☐ Other:  ☐ I prefer not to say | |
| **5. Sexual orientation:** Would you describe yourself as:   |  |  | | --- | --- | | ☐ Heterosexual  ☐ Lesbian | ☐ Bisexual  ☐ Gay man  ☐ I prefer not to say | |
| **6. Gender/gender identity**  (a) Would you describe yourself as  ☐ Female ☐ Male ☐ Intersex ☐ I prefer not to say  (b) Have you gone through/do you intend to go through any part of a process to change from the sex you were described as at birth to the gender you identify with?  ☐ No ☐ Yes ☐ I prefer not to say |