



## **Admin Worker**

# **Job information and Application Pack**

## **About Sense Ability Matters**

We are a local Charity working with people who are blind, partially sighted, D/deaf or hard of hearing or living with long term health conditions on their journey to independence. We ensure people have choice and control over their lives and help others better understand the needs of people with sensory loss and long term health conditions.

In South Tyneside and Gateshead over 11,700 people live with sight loss and over 1,800 are registered blind. Over 65,500 adults in this area are deaf or hard of hearing. 12.2% of South Tyneside residents (over 18,000 people) and 12% of Gateshead residents (over 23,700 people) are disabled or have a long-term health problem.

We deliver early intervention, crisis prevention and integrated social activities to reduce preventable sensory loss, maintain independence and mental wellbeing and reduce social isolation. Our interventions ensure that people;

- can live more independently,
- are less socially isolated,
- are more confident and empowered,
- experience improved wellbeing.

Our unique integrated Pathway to Independence makes sure we provide the right support at the right time for individuals. Our interventions include specialist Enablement Assessments, Rehabilitation, Social and Peer support, Employment, Welfare and Advocacy and Digital support.

## **Admin Worker**

Sense Ability Matters delivers a range of activities and services to support those who are blind, partially sighted, D/deaf or hard of hearing or living with long term health conditions in Gateshead and South Tyneside.

The Admin Worker will work on a one-to-one basis providing the assistance required to enable our Rehabilitation Officer to carry out his role fully.

### **How to apply**

If you are interested in this role please Email your CV and a supporting statement, of no more than 500 words, that highlights why you have the skills, knowledge and experience to be successful in this post.

**Email: [carol.mcallister@wearesam.org.uk](mailto:carol.mcallister@wearesam.org.uk)**

(Please ensure you include the Job title within the subject heading)

**Closing date: 9.00am on 11<sup>th</sup> November 2024**



## **JOB DESCRIPTION**

**Job Title:** Admin Worker

**Responsible to:** Operations Manager

**Responsible for:** none

**Location:** Gateshead/South Tyneside

**Salary:** £20,821 pa

**Hours:** 35 hours per week

### **Main Tasks**

1. To assist a vision impaired staff member with mobility and orientation around the workplace, especially when working out of the office environment
2. To drive a vision impaired staff member to and from appointments during the working day
3. To assist with administrative tasks such as note taking, typing reports, data input, photocopying, scanning documents, filing etc

4. To assist with entering data on the electronic client management system Charity Log, keeping accurate records and recording information for monitoring purposes
5. To assist with electronic diary planning via Microsoft Outlook calendar.
6. To read written information to a vision impaired staff member as and when required
7. To assist with transcribing information into accessible formats e.g. large print, Braille
8. To assist a vision impaired staff member to find files, references, articles etc.
9. To complete the necessary Access to Work (ATW) paperwork and submit to the Manager at the end of each month, taking into account the time limits set from time to time by ATW
10. To support a vision impaired staff member when attending training and meetings by taking relevant notes and transcribing them into the relevant format (large print)
11. To carry out any other task to enable a vision impaired staff member to carry out his role

## **General**

1. To work as an effective member of the Sense Ability Matters team, contributing to all aspects of development, innovation and engagement, as may reasonably be required taking account of the nature and scope of the duties of this position. The staff team is structured to enable team members to work cross functionally depending on experience and skillset even if their primary assignment is not to that area.

2. To work cooperatively in conjunction with other Sense Ability Matters staff/departments to implement the organisation's business plan.
3. It is a requirement of all staff that they:
  - Work to support the values of the charity. These promote respect of service users recognising their skills and entitlement to choice, dignity and independence.
  - Work positively in support of the principles outlined in the organisation's Equality and Diversity Policy.
  - Assist in maintaining a safe working environment by attending training in basic and specialist health and safety as necessary, both on appointment and as changes in duties and the law require and to follow the requirements of the Sense Ability Matters Health and Safety at Work policy and any local codes of safe working practices.
  - Comply with the requirement of the charity's employment policies and procedures.

### **Special Requirements**

The post will involve often working without direct supervision, occasional lone working and some working out of normal office hours.

A willingness to work in an environment with Guide Dogs is essential.

Support will be delivered in a variety of locations, places of work, local community etc. therefore, a driving licence, access to a vehicle for work purposes and willingness to travel is required.

**An enhanced DBS Disclosure is required for this post.**

**PERSON SPECIFICATION – Admin Worker**

<b>EDUCATION</b>	<b>Essential</b>	<b>Desirable</b>
GCSE C and above or equivalent in Maths and English	x	
Proficient use of the Microsoft Office suite of programmes	x	
Knowledge of any database or CRM systems (e.g. Charity Log, Salesforce or others)		x
<b>SKILLS</b>		
Excellent oral and written communication skills	x	
Excellent organisational skills with the ability to manage own work independently, organise multiple tasks and achieve results without close supervision.	x	
Willingness to learn new software packages	x	
Creativity and resourcefulness to help identify solutions to problems	x	
<b>EXPERIENCE</b>		
Working with a wide range of service users especially older people and people with disabilities and a thorough understanding of practical and emotional difficulties faced.	x	
Experience of working with visually impaired people		x
<b>ATTRIBUTES</b>		
Commitment to delivering a professional, but welcoming, quality service user focused service.	x	
Must possess high standard of integrity	x	
A commitment to work in accordance with the principles of equality and diversity	x	

A flexible approach and willingness to learn and develop	x
A positive and personable approach	x