



Grief support for children and young people in Oxfordshire

Job description

- Role title:** Clinical administrative assistant
- Role summary:** To be responsible for the administration of the service provided by Volunteer Support Workers (VSWs)
To provide extra admin support to the Director.
- Responsible to:** **The Director**
- Accountable to:** **The Trustees**
- Remuneration:** **£23,500 fte, pro rata for 18.5 hours per week**

Duties and responsibilities

Admin support for the Director

Working collaboratively with the Office Manager, the post holder will:

- support the Director with HR admin such as annual leave, TOIL, expenses, policy review schedule and recruitment admin.
- assist the Director with the production and circulation of meeting notes
- assist the Director with central admin as required.

Admin support for the VSW Coordinator

To work collaboratively with the Office Manager to provide admin support for the VSW Coordinator (and the clinical team as appropriate) with:

- arrangements for recruiting and training new Volunteer Support Workers (VSWs) and the planning and management of the programme of ongoing training for VSWs,
- Coordinating the scheduling of supervision groups and arranging supervisors' meetings 3 times per year
- Keeping up to date records of VSWs activities and availability to support the allocation of new cases by the clinical team.
- Checking that VSW paperwork is complete- expenses, closures, case notes
- Taking a lead on collating and managing a library of clinical resources for VSW support work.

- Maintaining records using SeeSaw's database
- Organising a schedule of annual reviews for all VSWs
- Organising the rota and paperwork for the Phone Clinic
- Communicating news and information to the VSWs as instructed by the VSW Coordinator/Director concerning any organisational changes, new research and resources.
- Checking all VSWs have up to date Safeguarding training and regular enhanced DBS checks

Governance and general duties

- To participate in appraisal, evaluation of the service and future research
- To work flexibly in response to the needs of the service
- To work within SeeSaw's and statutory policies
- To raise awareness of the work of SeeSaw across Oxfordshire
- To undertake any other reasonable tasks related to the aims of SeeSaw and to contribute positively to the overall work of SeeSaw, in negotiation with the Director and Trustees