



Enabling people on the autism spectrum to achieve their potential by advocating for an inclusive community and providing personalised services to individuals, families, and carers.

JOB DESCRIPTION

JOB TITLE	Charitable Services Support
DEPARTMENT	Charitable Services
REPORT TO	Head of Charitable Services
CONTRACT TYPE	Permanent 20hrs per week

PURPOSE OF THE ROLE

As a member of the Charitable Services Team, provide team members with support in a variety of tasks relating to day-to-day administration, including prepping for event planning, and marketing activities / projects as well as supporting the Charitable Services Team at various fundraising and corporate events and presentations.

You will be computer literate with working knowledge of word, excel, publisher, email etc. You will need to be highly organised, self-motivated, with good secretarial skills plus the ability to work with minimum supervision. You will be required to prioritise workload and have the ability to multitask. Flexibility plus a 'can do' approach are the main requirements for this role.

GENERAL DUTIES

- Ensure administrative records and files are up to date and appropriately managed within the Charitable Services TEAMS channels as required.
- Create, maintain update Charitable Services Team databases.
- Adhere to the relevant Autism Jersey guidelines, policies and procedures and adhere strictly to all aspects of confidentiality.
- Attend team meetings and when the need arises, produce, and circulate minutes in a timely manner.
- Minute take for SMT monthly meeting, circulating minutes in a timely manner.

SKILLS AND COMPETENCIES

- **Self-assurance**
- Confident and self-motivated



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- Ability to work with minimum supervision
- Enthusiastic and positive approach

- **Breadth**
 - Willingness to broaden knowledge and skills
 - Ability to understand the role within the team and the Charity

- **Problem solving**
 - Take decisions within the boundaries of the role
 - Know where and how to access necessary information
 - Propose realistic solutions to problems

- **Organisation**
 - Think and forward plan.
 - Assess accurately urgency of work and ability to prioritise
 - Work to deadlines and complete tasks efficiently
 - Manage own time effectively

- **Team member**
 - Willing to take on additional work and responsibility as required
 - Is sensitive and tolerant of others' needs and pressures
 - Collaborates and contributes to team planning / delivery of objectives

- **Diligence**
 - Take a methodical approach to work and works within rules and procedures
 - Interpret instructions accurately and acts upon them appropriately
 - Pay attention to detail and checks accuracy of own work.
 - Dependable and can be relied on to do what is required in a timely manner

- **Flexibility**
 - Ability to manage working hours to enable attendance at meetings and training that may be set outside that considered as 'normal working hours.

KNOWLEDGE AND EXPERIENCE

- A good standard of Education, together with a willingness to undertake training relevant in Autism, or any other training in relation to the role and responsibility as required. The training may take place outside of standard working hours.
- Respond to problems in a calm and professional manner.



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- Previous experience in an administrative role.
- Good secretarial skills with working knowledge of word, excel, publisher, email etc.
- Have a good understanding of the need for confidentiality in relation to all aspects of Autism Jersey and partner agencies and importance of adhering to data protection policies / legislation.
- Hold a non-judgemental and understanding attitude.
- Undertake any other duties as responsibly requested.

NOTE: The job description above reflects the present requirements of the post. As developments occur and duties and responsibilities change the job description will be reviewed and may be subject to amendment in consultation with the post holder.