



Job Description:	Adminstrator
Reporting to:	Finance Manager
Location:	The Rainbow Centre in Penley (with some travel to hubs in Marchwiel and Llay)
Salary:	£26,227 per annum (pro rata) / £13.45 per hour
Hours:	37.5 hours per week (full time) Monday to Friday 9am – 5pm
Annual Leave:	33 days a year incl. bank holidays.
Employee benefits:	Paid travel between sites Holiday pay and pension scheme. Full training and support given. Supportive team environment where you can make a real difference and support community.
Contract:	Initially until March 2027 but potential for a 2-year extension followed by a permanent contract in 2029.
Closing date:	TBC
To apply:	submit your CV with along with an application form responding to the main points in the person specification
Submit to:	careers@rainbowfndn.org.uk

If you would like to discuss the role in more detail, please contact Jane Wrench at the Rainbow Foundation on 01948 830730.

About the Rainbow Foundation

The Rainbow Foundation is an active ageing charity which has successfully worked to improve the health and wellbeing of our communities since 1994. In 2023 we were announced the overall winners of the GSK IMPACT Awards in partnership with the King's Fund, which nationally recognises our outstanding work in health and social care.

All our services put the needs of our clients and staff at the forefront of what we do. As a charity we are driven by excellence over profits.

Rainbow's Strategy and Vision

Vision: Of an age friendly community in which people lead healthy fulfilling lives as engaged citizens, with right of access to quality services both in their locality and according to their needs.

Mission: To empower people of all ages to retain as much independence as possible with an emphasis on rights, value and contribution,

and to support people to regain their sense of worth and discover their full potential, by supporting them in making changes to bring this potential into the world and ensuring their voice is heard.

Our Purpose: We are doers. We are a community. We change lives.

Our Values: Passion **A**mbition **R**espect **D**ignity **O**ppportunity **E**mpowerment

Passion – for our cause and the challenge that lies ahead

Ambition – to go the extra mile and drive the change that must happen

Respect – for ourselves, each other, our volunteers, our partners and our beneficiaries

Dignity – for our beneficiaries, listening and valuing their judgments and concerns to ensure they have better control over their lives; ensuring decisions are made with their input about their health or their own individual needs that is critical to a sense of dignity and self-esteem.

Opportunity – for our staff to create impact, and for beneficiaries to thrive by embracing the 5 ways to wellbeing; connect with others, be physically active, learn new skills, give, and pay attention to the moment.

Empowerment - empowering our clients to live their best life, and empowering our staff to deliver the best service possible so we deliver and achieve the most for our clients

If you are aligned to our mission and values now is an exciting time to join team Rainbow, in a role that will be both personally rewarding and make a real difference to the lives of those we support.

inclusive culture # belong # create real impact # grow

Job Summary

To provide a warm welcome to the Rainbow Foundation alongside professional, efficient, and effective administrative support to the Rainbow Foundation, ensuring efficient and effective running of the charity office and daily business including supporting all projects, groups and services.

This is an excellent opportunity to utilise your skills within a business that really does make a difference.

Role and required skills

- Communication and people skills: Often being the first point of contact, you will need to possess excellent communication skills. The image of the organisation and its services relies heavily on the ability of the post holder to communicate effectively and sympathetically with a wide variety of people including staff and supporters.
- Time management skills: you will need to possess excellent time management and organisational skills to be able to deal with a multitude of tasks and a range of priorities.
- Information Technology skills: you will need strong IT skills and be competent in the use of most Microsoft Office applications including Outlook, Word and Excel. A working knowledge of PowerPoint and Publisher would also be helpful.
- Problem solving skills: you will need to be practical, proactive, unflappable and able to use their initiative.

Role and required experience

- Be responsible for the smooth running of the charity office, dealing with enquiries by telephone, email and post, and maintaining filing systems (both electronic and hard copy).
 - Filter telephone calls before passing them to the necessary person. Take and relay accurate and timely messages and answer questions where possible.
 - Maintain a comprehensive paper and electronic filing system.
 - Deal with visitors to the organisation in an appropriate and personable manner.
 - To undertake word processing, electronic communication, telephone communication, filing, faxing, printing and photocopying work as required by the senior management team.
 - Take responsibility for petty cash processes and procedures including reconciliation form and associated ledger
 - Maintain the asset register
 - Support finance officer with data inputting

- Set up meetings, book meeting rooms and coordinate events accordingly.
 - Assist with keeping contact databases and records up to date, including forwarding any data protection queries to the relevant team.
 - Assist with minute taking
 - Be responsible for the handling and processing of post.
 - Maintain office supplies and orders, creating purchase orders as appropriate
 - Draft, type and dispatch charity office correspondence as requested.
 - Update office policies and procedures handbook/s
- Be responsible to maintaining organisations compliance with relevant legislation, and office procedures including:
 - Insurances,
 - PAT testing
 - Fire checks and
 - Servicing of equipment and buses
 - Booking in repairs as needed
 - Reviewing purchasing agreements including contracts for utilities and supplies
- Support HR function as required, including with
 - Obtaining references, completed DBS, updating HR system
 - Confidential minute taking
- Support the running of peer support groups with:
 - room set up, greeting attendees and collecting payments
- Support the community to book rooms /sessions at Penley and Marchwiell locations
- General
 - Assist with other work, projects and events as required
 - Good teamwork skills
 - To actively participate in team meetings, supervision and undertake training as directed.
 - Understanding of safeguarding and confidentiality
 - Adhere to the Rainbow Foundations policies and procedures

PERSON SPECIFICATION

Post: Administrator

Essential	
Qualifications	GCSE and above or equivalent in experience
Qualities	• A caring individual who supports the ethos of the charity. • Ability to communicate sympathetically. • Has an enthusiastic and flexible approach to working. • Ability to use own initiative yet to work well as part of a team. • Ability to maintain confidentiality.
Skills	• Communication and people skills • Good time management • IT Skills – including outlook, word and excel • Problem solving • Organisational skills – with an eye for detail and effective record keeping • Flexible and responsive in your approach to work • Able/Willing to support peer support groups and visitors accessing all our services
Desirable Experience	• Previous experience in office environment • Bookkeeping experience • Basic accounting skills • Able to support projects manage allocated resources
Other	• This post is subject to an enhanced DBS check

The Rainbow Foundation is an accredited Real Living Wage employer, we have an Employment Assistance Programme in place to support our staff's wellbeing and are an Equal Opportunity employer.

