

Job Description: Programmes Administrator



Function:	Justice services
Position:	Programmes Administrator
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Craig Purton – Programmes Manager
Additional reporting line to:	Debbie Chadwick - Resettlement Manager
Position location:	Forest Bank

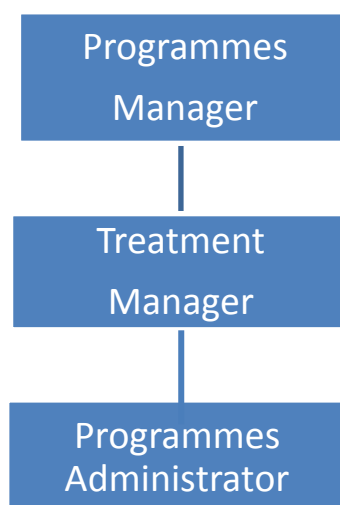
1. Purpose of the Job – State concisely the aim of the job.

- To provide general admin support to the Programmes team.

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						
Characteristics Add point									

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- To ensure security is upheld
- Ensure confidentiality procedures are adhered to
- To Ensure Sodexo Justice services guidelines are adhere to.

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Maintain databases relevant to the role through updating information from the Programmes team
- Record filing
- Communicating with internal and external agencies
- Minute taking
- Complete work within set timescales
- To attend weekly group supervision and monthly supervision to discuss performance.
- Complete work to a high standard and keep up to date records.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Deliver the non-clinical substance misuse service in accordance with National Policy and Guidance and local protocols, specifically the Recovery Agenda.

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Good communication skills
- A good level of numeracy and literacy
- Good interpersonal skills and have an Empathic approach.
- Good planning and organisational skills
- General computer skills including, a knowledge of excel
- Knowledge of Data Reporting
- To have a keen interest in the substance misuse field and a passion to promote and encourage change

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

<input type="checkbox"/> Growth, Client & Customer Satisfaction / Quality of Services provided	<input type="checkbox"/> Leadership & People Management
<input type="checkbox"/> Rigorous management of results	<input type="checkbox"/> Innovation and Change
<input type="checkbox"/> Brand Notoriety	
<input type="checkbox"/> Commercial Awareness	
<input type="checkbox"/> Employee Engagement	
<input type="checkbox"/> Learning & Development	

9. Management Approval – To be completed by document owner

Version		Date	24.08.2016
Document Owner	C Purton		