

# Job Description: [Programmes Administrator]

Function:	Justice services
Position:	<b>Programmes Administrator</b>
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Programmes Manager
Additional reporting line to:	
Position location:	Forest Bank

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

- To support the Programmes Team in completing all administration duties
- To effectively manage excel databases for the Accredited Programmes and Restorative Approaches work
- To complete weekly team huddle minutes and distribute them to the team
- To complete work within set timescales
- To manage a small caseload of residents by completing relevant reoffending/ behavioural work (on a 1-1 and group basis)
- To complete post course review minutes for each resident successfully completing any accredited programme and distributing them to all relevant agencies
- To support the Treatment Manager of accredited programmes in the audit process
- To collate and gather together relevant information from the team to present during weekly meetings within the prison
- To complete ad hoc jobs as per the Programmes Manager to support the 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.

Programmes Manager



Programmes Administrator

**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 at all times
- 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.

- To support the Programmes Team in completing all administration duties
- To effectively manage excel databases for the Accredited Programmes and Restorative Approaches work
- To complete weekly team huddle minutes and distribute them to the team
- To complete work within set timescales
- To manage a small caseload of residents by completing relevant reoffending/ behavioural work (on a 1-1 and group basis)
- To complete post course review minutes for each resident successfully completing any accredited programme and distributing them to all relevant agencies
- To support the Treatment Manager of accredited programmes in the audit process
- To collate and gather together relevant information from the team to present during weekly meetings within the prison
- To complete ad hoc jobs as per the Programmes Manager to support the team

**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.

- To complete all administration duties for the Programmes Team and to hold a small caseload of residents either on a 1-1 or group work basis.

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

- General Administration experience in minute taking and the use of Microsoft excel and word.
- A good level of numeracy and literacy.
- Good interpersonal skills and have an Empathic approach.
- Experience of managing excel databases
- Good planning and organisational skills.
- To have a keen interest in reducing reoffending 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	24.02.2021
Document Owner			