

This organisation is committed to supporting people challenged by sight loss. We aim to enhance the lives of those with vision impairment and expect all staff and volunteers to share this commitment.

## Job Description

<b>ORGANISATION:</b>	East Sussex Vision Support (ESVS)
<b>LOCATION</b>	Home Based with frequent travel into and around Brighton and Hove as well as occasional trips to HQ in Hailsham
<b>JOB TITLE:</b>	Admin and Social Activity Assistant Brighton & Hove
<b>HOURS:</b>	21 per week over three days (flexible working will be required which might include weekends and evenings)
<b>CONTRACT:</b>	Permanent.
<b>RESPONSIBLE TO:</b>	Brighton & Hove Co-ordinator and Chief Executive
<b>MAIN PURPOSE OF JOB:</b>	To work as a personal assistant to the Brighton and Hove Co-Ordinator. A key part of the role will be to organise the Brighton and Hove social groups. You will also assist the Co-Ordinator with a range of administrative and client contact tasks.

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## SUMMARY

Over the last few years our Brighton and Hove services have been getting busier and busier, more blind, and partially sighted people across the city are accessing our services and issues of isolation, mental health and housing are becoming more prominent. Our Brighton Co-Ordinator needs an assistant to help her with administrative tasks and, in particular, run our four social groups. The role is home based with frequent travel in and around Brighton and Hove with the occasional visits to our HQ in Hailsham. The social groups cater for a varied range of people, older, younger, people who are Deaf/blind and people who are generally vulnerable. Running the groups so that they are positive, engaging, welcoming and fun is very important. For some of our members these groups are the only opportunity to socialise, so it is a key part of our work. You will plan, prepare, and organise social group meetings and events, including volunteers, transport, petty cash, and budget. You will need to be manage your own workload independently with minimal supervision. You will be self-motivated, have excellent organisational skills, an attention for detail, The ability to plan and organise and able to meet deadlines. Ideally you will be proactive, imaginative, able to 'think out of the box' and passionate to Engage with our members and the wider community.

## KEY TASKS

- To take control of all aspects of running our social groups in Brighton and Hove
  - Liaise with Brighton Co-ordinator.
  - Liaise and engage members and volunteers
  - Liaise with taxi company and drivers
  - Be able to maintain and produce accurate data base information
  - To provide administration and support for social events.
  - Plan and prepare accessible activities and resources
  - Book/organise activity/entertainment
  - Be able to risk assess, check health and safety of the venue, members, and volunteers.
  - Check/book and liaise with venue
  - Make pre meeting telephone calls to members and volunteers
  - Organise transport and book taxi's/volunteer drivers for the event.
  - Be responsible for event shopping and preparation of refreshments.
  - Attend and assist at event/meeting
  - Responsible for setting up the venue and resources before the event.
  - Responsible for ensuring venues are left clean and tidy after the event
  - Able to maintain a budget
  - Balance monies/petty cash. Bank
  - Fund raise
  - Be alert to the needs of members and volunteers
  - Undertaking all of the above in a friendly positive way

Other duties include:

- Assisting the Brighton Co-Ordinator with administrative duties
- Assisting other departments within ESVS as required
- To be self-supporting in respect of administration
- To participate in team meetings
- To undertake any other tasks commensurate with the post
- To undertake available training opportunities and show commitment to continuous development, to maximise your potential and ensure the efficient and effective delivery of the organisation's services

## Person Specification

Post: Admin and Social Activity Assistant

Location: Home Based

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment/ Source of Information</b>
<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Empathetic with disabled people, especially those with vision impairment</li> <li>• A strong understanding of computers, Word, Excel, and Outlook</li> <li>• Good skills relating to social media, internet use and general online activities</li> <li>• Excellent inter-personal and communication skills</li> <li>• Ability to convey and receive information accurately</li> <li>• Ability to organise and prioritise work</li> <li>• To maintain high standards at all times</li> </ul>		Application/ Interview
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Computer skills to include Windows, word, excel, outlook, the internet, Database systems</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of care and voluntary sector</li> </ul>	Application/ Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in an office environment as well as working from home</li> <li>• Basic secretarial experience.</li> <li>• Cash handling and understanding of</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with people who are vision impaired, disabled and/or older</li> <li>• Experience of working in, or with, the voluntary sector and/or</li> </ul>	Application/ Interview

	invoices.	residential/agency care sector	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> <li>• Ability to work calmly and effectively under pressure</li> <li>• Well organised</li> <li>• Ability to work flexibly</li> <li>• Highly motivated</li> <li>• Professional, compassionate, friendly, reliable, empathic and a good listener</li> <li>• You will be flexible and able to use your own initiative</li> <li>• A team player</li> <li>• Open to new ideas and happy to work with change</li> </ul>		Application / Interview
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability to understand instruction and carry out duties efficiently</li> <li>• Discretion and diplomacy when dealing with sensitive information</li> <li>• Politeness and a positive attitude</li> <li>• Able to communicate at many levels.</li> <li>• A good sense of Humour</li> </ul>		

## Terms and Conditions

### Closing date for applications

Thursday 21<sup>st</sup> April 2022 at 4pm. Please email completed application forms with a covering letter to [daniel@eastsussexvisionsupport.org](mailto:daniel@eastsussexvisionsupport.org) We do not accept CV's

### Salary

The salary for this post is £9.90 per hour.

### **Contract**

The position will be subject to a three-month probation period. Then a permanent contract will be offered, subject to the probationary period.

### **Annual Leave Entitlement**

Your annual leave for the post is 5 weeks (part of which is to be taken over the Christmas period). The annual leave year runs from the 1<sup>st</sup> of January. The annual leave entitlement excludes public holidays. For part time staff, entitlement is calculated proportionately to the full time equivalent, based on the number of hours you work.

### **Working Hours**

The job is to be worked on Wednesdays, Thursdays and Fridays however the role will require some flexible working, including the possibility of occasional weekend or evening work, for which TOIL would be allowed. The organisation has a range of flexible working incentives to help you balance your work life commitments. What is available to you is dependent on the service you provide and the times you are required to provide this service. Your manager will discuss this with you before you commence employment.

### **Sick Leave**

Less than six

Month's service                      Statutory Sick Pay

After six months

Service                                  2 weeks full pay                      1 week half pay

After one years

Service                                  1-month full pay                      1 month half pay

After two years

Service                                  2 months full pay                      2 months half pay

After three years

Service and in  
Subsequent years                      3 months full pay                      3 months half pay

### **Maternity/Paternity Leave**

These are in accordance with current statutory entitlements.

### **Employment Checks**

All employment offers are subject to the receipt of two professional references and a completed enhanced DBS check.

### **Appointment Details**

If appointed to the post, you will be required to complete a Criminal Records Bureau Disclosure. Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.