**Job Description: Orchard Fostering Administrator**

**Reports to: Orchard Fostering Office Manager**

**Location: Hybrid- Home/Office**

**Purpose of Post:**

To conduct various administrative duties, including maintenance of excel spreadsheets, development of PowerPoint presentations and regular statistical reports, supporting the overall functioning of the Referral, Support, Social Care, and Therapeutic teams as well as the wider agency. The role will also include minute taking, filing and other relevant tasks to ensure the efficient running of all aspects of the office function.

**Main Duties:**

1. To maintain and develop an effective and efficient administrative service for the team

2. To develop PowerPoint presentations and generate statistical reports.

3. To input confidential information to our database.

4. To ensure that all data is saved and stored and is compliant with regulations and national standards as well as company policy and procedures.

5. To have excellent working relationships with relevant employees in Orchard Fostering and other agencies affiliated to Orchard Fostering.

6. To maintain high standards of professional practice within their own workload and to promote and enhance such practice within the team and service as a whole.

7. To at all times conduct oneself in a professional manner, whether it is in person, by phone, email, or letter.

8. Ensure that all procedural requirements with respect to reviewing, consultation and recording are adhered to.

9. To assist in event organising, including event bookings, catering, transport, gifts and/or any other item required by management.

10. To undertake appropriate training and to ensure quality and understanding of workload

11. To promote the Company as the Fostering Service of choice.

12. To work in close co-operation with the Office Manager, the Administration team, Principal Social Worker, Director of Operations and all other managers of Orchard Fostering

13. To work within the provisions of the Data Protection Act, observing strict confidentiality in relation to all aspects of work undertaken.

14. To undertake any other such duties and responsibilities as may reasonably be required, commensurate with your level of responsibility within the company.

**Skills & Qualities:**

• Advanced level of Excel, Microsoft Word, and PowerPoint – Essential

• Ability to generate reports and collate and analyse data – Essential

• The ability to work within agreed boundaries whilst recognising areas of discretion-Essential

• Ability to set clear objectives and work in a systematic way – Essential

• Back-ground in Social Care/Social Studies, Family/Child Advocacy-Required

• Able to contribute as part of a team

• Good verbal and nonverbal communication skills.

• Ability to work in a pressurised environment

To apply please submit a CV to Office Manager, Christine Kavanagh at [Christine.kavanagh@orchardfostering.ie](mailto:Christine.kavanagh@orchardfostering.ie) by 23rd May 2023. For any informal enquiries about the role please contact Orchard Fostering at 01 6275713.