



INTEGRATION ADMINISTRATOR

Would you like to work for an organisation dedicated to improving the quality of care across Hertfordshire?

Are you looking for a new role where you can work within a dynamic team?

Hertfordshire Care Providers Association (HCPA) is members association for adult care providers, offering a variety of services including training, information and guidance. You can see more about what we do at www.hcpa.info.

We are currently looking for a part time administrator to support the integration team at HCPA, who coordinate adult social care and health care training courses. As the integration administrator you would be the first point of contact for anything related to our work, including carrying out all administration tasks, tracking delegates, databases, printing materials, telemarketing, attending meetings, taking minutes and collation of training evaluations.

JOB BENEFITS:

- MONDAY TO FRIDAY – 18.75 hours per week contract
- 10am to 2pm with a 15 minute unpaid lunch break
- 12 Month Fixed term (renewable depending on funding for the post)
- Working from HCPA Office Welwyn Garden City
- £19,000 pro rata (£9.74 per hour)
- Free parking
- Herts Rewards
- Pension/Sickness Scheme
- 36 days holiday (Inc BH)
- Friendly and supportive team

MAIN DUTIES AND RESPONSIBILITIES:

1. Tracking all actions within department
2. Keeping track of all risks and issues of projects within the department
3. Printing and creating resources packs, registers and handouts for training courses
4. Taking enquires for the department- Telephone and Email
5. Updating trackers of all training courses
6. Assisting with events where needed
7. Keeping all documents, procedures and paperwork relating to department up to date and standardised.
8. Telephone Marketing for signups to training
9. Printing Certificates for training and tracking
10. Collecting feedback on providers and trainers, including telephone surveys
11. Sending reminders to all homes, delegates and trainers or training, meetings and evaluation
12. Setting up evaluation visits and support meetings



13. Setting up meetings for Integration Manager
14. Any general tasks as requested which contribute to the smooth running of HCPA

THE IDEAL CANDIDATE:

- Previous experience in an admin role
- An excellent communicator – face to face, telephone and email
- Ability to analyse information and present it in a clear, concise way
- Self-motivated and ability to work on own initiative, able to work under pressure
- Excellent team-working skills with willingness and ability to engage with others at all levels of the organisation
- Committed to the company ethos of helping our members raise their quality standards
- A high degree of computer literacy and strong working knowledge of Microsoft Office products
- Educated to at least B grade GCSE English