



CADAS Administration Assistant

Thank you for your interest in the above position. This document contains some information you will find useful regarding CADAS and the role.

About us:

Cumbria Addictions: Advice and Solutions – or CADAS – is a registered charity and has been providing support, training and intervention to education, health and social care professionals, young people and their families for over 40 years.

We provide a recovery support service to individuals struggling with addiction and help families affected by problematic addictions. We support communities, professionals and employers with training and health information provision.

We believe that our major strengths are our independence, our commitment to people and communities, our inclusive approach, and our accessibility.

Our centres are in Barrow, Carlisle, Kendal and Workington and since the pandemic we have been able to also offer a telephone helpline 5 days per week as well as offer telephone and video call support. This enables us to support a wide range of vulnerable clients throughout our large and mostly rural county.

To find out more about us go to www.cadas.co.uk or find us on Facebook or Twitter. We have included a copy of our current strategic plan and Impact Report so that you can see what our priorities are and what we hope to do over the next couple of years.

Our commitment to working with volunteers:

CADAS was founded by a group of community volunteers (as well as local professionals) and we see our approach as Asset Based Community Development (ABCD). We believe in working with and for the community and as such volunteers have an integral role in the running of our organisation, and delivery of our services.

Our volunteers work across the whole organisation, and we have regular vacancies for office support, cleaners, marketing volunteers and many other roles throughout the county. People come to us for our client-facing volunteering opportunities, and we support people to become helpline workers, recovery coaches and even health and wellbeing activity workers.

We currently have around 50 volunteers countywide training or supporting our small team of permanent staff.

About the role:

The Administration Assistant role is integral to the success of the charity, you will be supporting our Cumberland Services Manager and Training and Quality Assurance Team Leader.

Location:

This post is based in the Carlisle office with a willingness to travel to other areas on occasion.

Pay and benefits:

This salary for this post is Salary is £23,380.50 FTE, or £11.99 per hour (£9,352.20 per annum for 15 hours)

We offer a 6% employer pension contribution after the first 6 months.

We have a generous holiday package offering 36 days per year (pro rata) and cover the cost of eye tests, plus other perks such as a free one-hour session with an independent financial advisor and/or independent mortgage advisor within work time.

Travel expenses are paid at 45p per mile from your official office base which would be agreed as part of your contract.

We aim to have a very flexible approach to working hours and base to help people manage other commitments so please talk to us about any suggestions you have.

Work frequency:

This is a 15 hour post that can be shared between 2-5 days but must include some hours on a Wednesday. We operate a Time Off in Lieu (TOIL) system to allow for flexible working at busier times and there may be times where flexibility is required regarding occasional evenings/weekends.

Skill set:

We are looking for someone with administration experience – who has great attention to detail and can work independently. We are looking for someone organised, confident and competent with digital technology within an appetite to develop and embed new ways of working as part of any digital transformation work, we undertake as a whole organisation. Finally, we need someone with people skills who can hold a range of positive relationships across all our internal and external stakeholders.

Next steps...

Please review the Job Description and Person Specification that can be found alongside this document in the job pack and complete the application form specifically highlighting how you meet our essential and desirable criteria.

If you would like to discuss any details about the post, you can call the appointing manager Emily Ludwick on 07425 326 037.

Applications should be returned via email to rebecca@cadascas.co.uk by 9am on Tuesday 27th August 2024.

The shortlisting and interview process:

Successful applicants will be invited to an interview at our Carlisle office within 2 weeks of the closing date. At the moment we are anticipating the interview date to be Wednesday 4th October 2024. Interview candidates will be asked to complete a short task on the day - we'll let you know more information if you are successful in securing an interview.

Job Description - CADAS Administration Assistant

Employer:	CADAS
Line Manager:	Cumberland Services Manager
DBS Clearance:	Standard
Base:	Carlisle, but you may be required to travel to other offices on occasion
Working hours:	15hrs per week over 2-5 days.
Contract type:	Fixed term for 2 years then becomes permanent.

Job Purpose

The primary purpose of the postholder will be to provide essential support to the Cumberland Services Manager and the Training and Quality Assurance Team Leader as well as other staff and volunteers working from the Carlisle office allowing them to focus on their core responsibilities. They will handle administrative tasks and ensure smooth running of office operations. Our commitment to offering community volunteer placements is such that we would encourage the Finance Assistant to engage volunteers to get involved in the appropriate tasks.

Principal Duties

- **Administrate and monitor the day-to-day operations of the Carlisle Office.**
 - Organisational Support: Managing Schedules, coordinating meetings, managing desk space and handling correspondence.
 - Maintaining office supplies, equipment and facilities.
 - Data Management: Filing, organising and Maintaining records.
 - Overseeing office procedures and efficiency.
 - Coordinating with other departments as needed.
 - Training support.
- **Assist Training and Quality Assurance Team Leader with:**
 - Event coordination and logistics: venue booking, scheduling, equipment and materials, catering.
 - Participation management: registration, communication and record keeping.
 - Administration tasks: calendar management, travel arrangement, expenses.

- Document management: formatting and distributing training materials.
- Ensure external funders receive high quality finance reports.

- **Assist the Cumberland Services Manager with:**
 - Scheduling meetings and appointments.
 - Prioritising incoming calls and emails.
 - Taking and distributing meeting minutes.
 - Collecting and organising data for reports.

This job description is indicative only and is not contractual, and the post will continue to evolve as priorities develop.

Person Specification: CADAS Finance Officer

Experience, Skills and Knowledge Requires	Essential/ Desirable	How Assessed
<ul style="list-style-type: none"> Have experience in office administration: managing schedules, answering phones, filing, data entry and other general office tasks 	Essential	Application/ Interview
<ul style="list-style-type: none"> Good working knowledge of Microsoft Office (Word, Excel, Powerpoint, Outlook, Teams) 	Essential	Application/ Interview
<ul style="list-style-type: none"> Willingness to learn to use other software: e.g. Canva or CRM 	Desirable	
<ul style="list-style-type: none"> Communication Skills: excellent verbal and written communication with internal and external stakeholders 	Essential	Application/ Interview
<ul style="list-style-type: none"> Organisational Skills: ability to prioritise tasks, manage multiple projects and meet deadlines. 	Essential	Application/ Interview
<ul style="list-style-type: none"> Attention to detail: accurate and precise in completing tasks 	Essential	Application/ Interview
<ul style="list-style-type: none"> Experience of working in a charity. 	Desirable	Application/ Interview
<ul style="list-style-type: none"> Event planning 	Desireable	Application
<ul style="list-style-type: none"> Data analysis 	Desirable	Application
<ul style="list-style-type: none"> Ability to work in an accurate and timely manner; 	Essential	Application
<ul style="list-style-type: none"> Experience of working independently and using own initiative where appropriate; 	Essential	Application
<ul style="list-style-type: none"> Substantial knowledge across a range of business services; 	Desirable	Application/ Interview
<ul style="list-style-type: none"> Good communication and interpersonal skills; 	Essential	Application/ Interview
<ul style="list-style-type: none"> Ability to drive to attend occasional meetings or all staff training days across the county. 	Desireable	Application