

## Job Description

# Dying to Talk Project Administrator

### Role Summary

You will provide a high quality administrative service for the Dying to Talk project team, using your skills to coordinate activities and information. The role supports MacIntyre's work in developing innovative ways of delivering better end of life care for people with a learning disability. The team currently consists of four people, including two individuals who have a learning disability and are experts by experience.

The Administrator has a critical role in ensuring a high quality administrative service for the team. The post is one of responsibility requiring confidentiality, trustworthiness and sensitivity and requires a consistent high quality of output, which is both creative and flexible, but can be structured with good attention to detail.

You will be accountable to the Health, Dementia and Wellbeing Manager

Our job descriptions are written with the following four key points about MacIntyre in mind:

#### 1. Our Vision

For all people with a learning disability to live a life that makes sense to them.

#### 2. Our Mission

We will support a sense of wellbeing through a celebration of each person's unique gifts, talents and contributions, the quality of our relationships and ensuring the promotion of real opportunities to connect with others.

#### 3. Our purpose

To achieve excellence in everything we do.

MacIntyre's "*primary purpose*" is to make a positive contribution to the lives of children and adults with disabilities. We make this contribution by ensuring that all our interactions are great, that our knowledge and skills represent excellence and that we support people to develop purposeful and warm relationships. Our "*secondary purpose*" is to have a positive influence in our local communities and on our sector by connecting well, nurturing partnerships and demonstrating best practice.

#### 4. Our DNA

MacIntyre has a particular way of working with people and because it is so important to all our activities we call it our DNA. It is a combination of our values and the way that we put those values into actions that is unique to MacIntyre. Through our Promises and Value Base, the promotion of Great Interactions™ and Person Centred Approaches, we aim to support every person to live a life that makes sense to them, with a level and style of support of their choosing.

### Responsibilities

You will be required to carry out a range of duties within your role. The key responsibilities are detailed below but there will be other duties consistent with the role that you may be requested to undertake by your line manager.

### **The People We Support**

1. To create a range of resources, using multi-media, for staff, people supported, families, friends and health professionals, to enable innovative and best practice support and health care in end of life planning.
2. To work in accordance with MacIntyre's values as explained in The Promises.
3. To ensure that people we support are treated with respect, dignity and equality.
4. To safeguard and promote the welfare of the people we support.
5. To maintain the confidentiality of information.
6. To adhere to MacIntyre's policies and procedures.

### **Our Staff**

7. To support the planning and organisation of staff training and other events including the preparation of event materials.
8. To support the implementation of the agreed Dying to Talk Project Communication Strategy which includes the use of social media, compiling news articles, excellent written and verbal communication.
9. To provide administrative support for the Dying to Talk Project Steering Group.

### **Quality**

10. To provide administrative support and management information as required including diary management, typing, photocopying, filing, archiving and minute taking.
11. To ensure the efficient and effective use of information technology systems, notably Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Publisher and use of email.
12. To participate in team meetings, conferences or events where needed.

### **Sustainability**

13. To construct, support and update databases using MS Excel as required.
14. To provide management information as required, including compiling data for reports for an external audience.
15. To provide administrative support to the Health, Dementia and Wellbeing Manager and Dying to Talk Project Lead in respect of HR, recruitment processes and activities.
16. To communicate with families, representatives and outside agencies in a professional and courteous manner.

## Person Specification

Below is a list of the typical skills, qualities and experience we would expect you to have to enable you to carry out this role successfully, and how they underpin the Responsibilities set out above in this Job Description.

Skills Qualities & Experience	People We Support	Our Staff	Quality	Sustainability
<b>Essential</b>				
Administrative experience in a busy environment.			X	X
Good technical knowledge of MS Office, Excel and online databases. Generally high level of IT literacy and confidence, including the use of Zoom and/or MS Teams.			X	
Experience of developing and using multi-media presentations, including PowerPoint and other relevant software	X	X	X	
A good standard of education			X	
Organised, calm under pressure and able to juggle priorities effectively.			X	X
Excellent written and verbal communication skills, including the ability to promote MacIntyre's values and reputation effectively to a range of audiences	X	X	X	X
A belief that people with learning disabilities have the right to participate in making decisions about the services they receive and to access learning opportunities and wider experiences	X			
A commitment to supporting high service delivery			X	
Current driving licence and own transport if specified in the relevant advertisement				X
<b>Ideal</b>				
A working knowledge of relevant legislation including Equal Opportunities, Diversity, Human Rights, Safeguarding, Health & Safety, Data Protection.	X		X	
Experience working in social care and/or education				X