

## **Job Description – Administrator**

**Job Title:** Administrator

**Reporting to:** ARC England Director

**Responsible for:** Administering the Workforce Development Fund and supporting ARC Learning and Development administration.

**Hours of Work:** 28 hours per week

**Salary:** £16,261 pa pro-rata (actual £13,009)

**Main Purpose:**

1. To be the Lead Administrator, responsible for the accurate processing and administration to enable efficient disbursement of the workforce development fund
2. In addition to this, to support, as required, other activities within Learning and Development; including ARC's Disclosure Service, the organisation of training events and administration in respect of our qualifications centre

**Duties and Responsibilities:**

1. To receive and process WDF claims, by checking eligibility against criteria, inputting data, liaising with partners, submitting claims.
2. To distribute application/partnership/claim forms and guidance to members of staff of organisations using the WDF, and ARC Disclosure Services when required
3. To liaise with those using the WDF/Disclosure Services and relevant bodies in order to monitor progress of claims/applications.
4. To research, collate and distribute guidance and information relating to 'Skills for Care' requirements and working practices via telephone, email and via the website.
5. To ensure that accurate records are maintained and to provide an appropriate disposal service of confidential material.
6. To ensure that working systems are developed and maintained in order to achieve a speedy, efficient and accurate process and to meet targets and milestones.
7. To attend Partnership meetings with 'Skills for Care' as required.
8. Support the other work streams within Learning and Development - assisting with administration in respect of the Disclosure Service, training events and the qualifications centre plus any other administrative duties as required.
9. Complete any other duties and responsibilities as requested, commensurate with this role, and to work at all times in compliance with ARC England policy.