

JOB DESCRIPTION

Job Title:	Administration Assistant – Foster Carer Wellbeing Programme		
Directorate:	People	Salary:	£26,847 - £30,515 per year plus £753 London Weighting
Section:	Bracknell Forest Council - Children Social Care	Grade:	BG- I SCP 6 - 14
Location:	Times Square, Bracknell Forest / Hybrid	Work Style:	Hybrid

Key Objectives of the role

- Provide administrative and coordination support to ensure the smooth and effective delivery of the Wellbeing Project across the Thames Valley and the South East region.
- Support the programme team with organisation, documentation and logistical arrangements to enable high-quality programme delivery.
- Assist with the coordination of meetings, workshops, events and engagement activities for foster carers and programme partners.
- Contribute to marketing and engagement activity through preparation of communications content and marketing materials.
- Support accurate record keeping, documentation management and programme administration processes.
- Assist with maintaining organised systems and documentation to support programme monitoring, reporting and compliance
- Contribute to programme marketing and engagement activity including the preparation and coordination of promotional materials, programme merchandise and communications content to support outreach and participation.

Job Summary

The Wellbeing Project is a multi-agency regional programme that is delivered through a regional partnership and governed by Bracknell Forest Council that provides practical wellbeing support for foster carers and their families across partner local authorities.

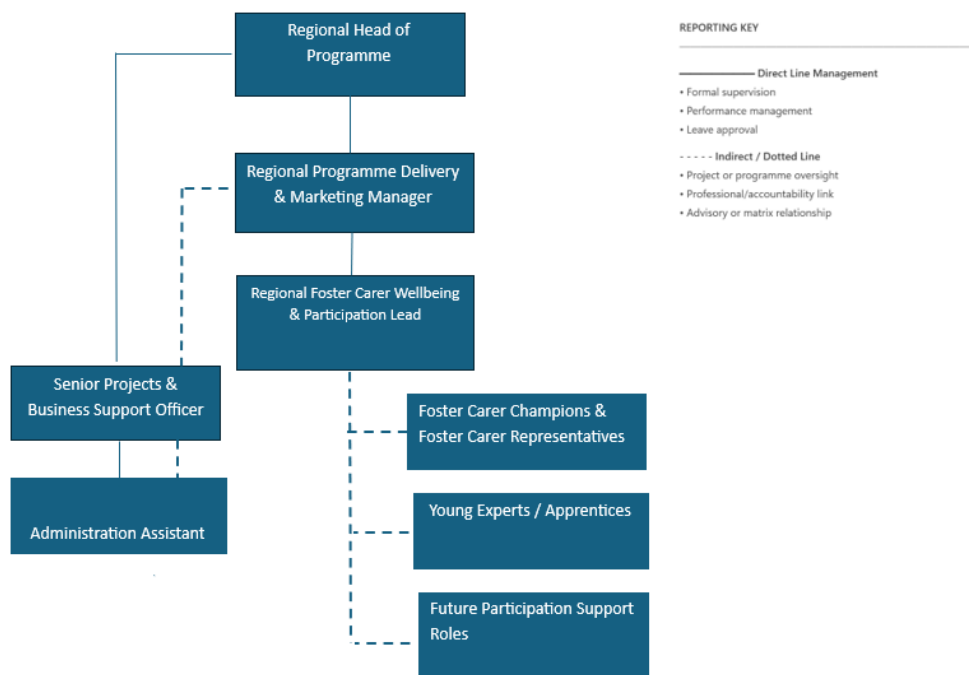
The Administration Assistant will provide administrative and coordination support to the programme team to ensure the effective delivery of programme activities across the region. The role will support the day-to-day running of the project through administrative support, meeting coordination, documentation management and communication with stakeholders and programme partners.

Working closely with the Senior Projects and Business Support Officer and wider programme team, the postholder will assist with programme coordination, maintain accurate records and support programme delivery.

The role will also contribute to programme marketing and engagement activity by supporting the preparation of communications content, promotional materials and programme merchandise used to support events, workshops and engagement activities across the region. This includes assisting with the preparation, organisation and distribution of programme merchandise, promotional resources and wellbeing materials for foster carers and programme stakeholders.

This is a hybrid role based at home and at the Times Square offices in Bracknell, with an expectation of approximately 5–10 days per month working across Bracknell Forest Council, South East partner authorities and London locations.

Designation of post and position within departmental structure



Daily and monthly responsibilities

- Provide day-to-day administrative support to the Wellbeing Project team.
- Maintain accurate programme documentation, records and filing systems.
- Assist with preparation of reports, presentations, correspondence and meeting papers.
- Organise and schedule meetings, workshops and programme events around the region as required.
- Prepare agendas, circulate meeting papers and support meeting coordination.
- Support the coordination of programme activities across partners and stakeholders.
- Maintain programme trackers, action logs and administrative records.



- Assist with administrative elements of programme monitoring and reporting.
- Support the preparation and organisation of marketing and engagement materials.
- Assist with the development of marketing creatives including social media posts, newsletters and promotional materials.
- Contribute to programme marketing and engagement activity including the preparation and coordination of promotional materials, programme merchandise and communications content to support outreach and participation.
- Support communications and engagement activity across the programme.
- Assist with administrative auditing tasks, including checking programme documentation and maintaining accurate records.
- Support the programme team to ensure documentation and records remain organised and compliant with programme requirements.
- Provide a professional point of contact for programme enquiries where required.
- Support communication with foster carers, partner organisations and programme stakeholders.
- Support the coordination and logistical arrangements for coaching sessions, workshops and learning activities, including preparing materials, managing bookings and assisting with participant communications.
- Assist the programme team with administrative support for coaching and wellbeing sessions delivered to foster carers and programme partners.

Scope of role

This role provides administrative and operational support to a regional programme delivered across multiple partner local authorities. Working closely with the programme team, the postholder will coordinate programme activities, events, communications and stakeholder engagement across the region. The role contributes to the effective delivery of the Wellbeing Project by ensuring that administrative systems, documentation, reporting processes and programme coordination activities are managed efficiently and effectively. In addition, the post holder will support marketing, communications and engagement initiatives, maintain accurate records and programme documentation, and help ensure the successful delivery of project objectives that support foster carer wellbeing, engagement and retention.

Commitment to the Council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Person specification

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	Experience providing administrative or office support. Experience organising meetings, schedules or events. Experience managing documentation, records or administrative systems. Basic understanding of data protection and confidentiality requirements.	Experience supporting projects or programme teams. Experience assisting with marketing content or communications Experience supporting administrative auditing or compliance tasks. Experience working within public sector, charity or children's services environments.
Competence Summary (Knowledge, abilities, skills, experience)	Strong organisational and time management skills. Experience designing and delivering workshops, group sessions or coaching interventions. Ability to manage multiple tasks and priorities effectively. Good written and verbal communication skills. Good attention to detail and accuracy. Proficiency in Microsoft Office or equivalent digital tools. Ability to support administrative coordination across a busy programme environment. Ability to work collaboratively as part of a team.	
Work-related Personal Requirements	Professional and approachable manner when supporting colleagues and stakeholders. Reliable and well organised approach to work. Positive and proactive attitude.	

Flexible and adaptable approach to supporting programme delivery.

Commitment to equality, diversity and inclusion

Other Work Requirements

A satisfactory Disclosure and Barring Service check.

Car driver as some travel across the SE

The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time.

This post is exempt from the Rehabilitation of Offenders Act 1974

This role will require 5–10 days per month presence in Bracknell Forest Council office and around the SE region as needed.

There will be an expectation to participate in a 5pm–7pm delivery rota as the programme matures and service delivery expands.

Role models and demonstrates the Council's values and behaviours

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them in how we behave every day.

All staff should hold a duty and commitment to always observing the Council's Equality & Dignity at Work policy. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.