

**Data and Business Support Administrator, PAC-UK**

**Based at Family Action Head Office, London, N1\***

**37 hours per week (full-time) – job share would be considered**

**Grade 2 (lower) point 11-15: £24,258 - £26,947 per annum, inclusive of Inner London**

**Weighting**

**Permanent Contract**

\*This role is based at our Family Action Head Office in London – an accessible and convenient office location, close to a wide range amenities and excellent transport links, in the heart of Hackney and Islington.

**Are you a self-motivated team player with a can-do attitude, who is solution focused and passionate about making a difference? If so, we want to hear from you.**

At Family Action we transform lives by providing practical, emotional, and financial support to those who are experiencing poverty, disadvantage and social isolation. We have been building stronger families since 1869 and today we work with more than 60,000 families in over 150 community based services, as well as supporting thousands more through national programmes and grants.

[PAC-UK](#) provides specialist support to all parties affected by adoption and permanency, supporting over 6,000 individuals and families each year. PAC-UK was rated as 'Outstanding' in all areas by Ofsted at their most recent inspection in December 2022.

We are looking for a motivated and organised individual to provide our service with high quality business and data support. Essential to the smooth running and success of PAC-UK, you will undertake administrative, data collection, data reporting and analysis, financial management and monitoring tasks, working closely with our National Operational Lead to manage these functions across all PAC-UK services and projects.

You will bring a range of skills and experience to the team including:

- Experience of working in an office setting
- Ability to organise and prioritise work
- Ability to work accurately and with attention to detail
- Experience of setting up and running administrative systems
- Experience of maintaining financial systems and processes
- Experience of using web and social media platforms (desirable)
- Experience of using evaluation tools e.g., Survey Monkey (desirable)

We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Family Action. We know that greater diversity will lead to even greater results for families and children and strive for our workforce to be truly representative of the diverse communities we support. We offer a guaranteed interview scheme for disabled applicants and will reimburse your travel cost if you attend an interview.

## What will we offer you?

We'll offer you a generous pension scheme and leave entitlements, eye care vouchers, a cycle to work scheme and other great benefits. All roles in Family Action are open to a discussion about possible flexible working options, subject to business needs, and all new starters will have the right to make a flexible working request from day one of employment. We have an excellent wellbeing offer and we will invest in your professional development with on-going quality training and career development opportunities. You'll join an established, supportive and high-performing service and have the opportunity to thrive in an innovative organisation that values your opinion, encourages learning and has the needs of children and families at its core.

We are forward looking, ambitious and committed to continuous improvement. We are a **people focused, can-do** organisation, which strives for **excellence** in all we do and operates with **mutual respect**. If you share these values and behaviours and have the necessary skills then we look forward to hearing from you.

**For an application pack and further information please visit:**

[www.family-action.org.uk/get-involved/work-us/current-vacancies/](http://www.family-action.org.uk/get-involved/work-us/current-vacancies/)

**Please email completed applications to:** [completed.application15@family-action.org.uk](mailto:completed.application15@family-action.org.uk)

**Closing date:** Monday 5<sup>th</sup> June 2023 at 12:00noon

**Interview date:** TBC

**For direct queries with the hiring manager, please email:** [leon.elias@pac-uk.org](mailto:leon.elias@pac-uk.org)

Appointments are subject to Family Action receiving a satisfactory disclosure from the Disclosure and Barring Service.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

**ID: 830**