



JOB DESCRIPTION

Business & Services Senior Administrator

1.Key Notes

Responsible to :	Business and Services Manager
Responsibility Level:	A member of the Business Support Team
Responsible for:	Providing an efficient and effective senior administration function within the Business Support Team
Location:	Greenaway Wellbeing Hub, Matlock
Salary/Pension:	In accordance with the current pay structure £13.23 per hour, Annual Salary £24,078.60 plus 3% pension contribution
Hours:	35 hours per week – Monday – Friday Hybrid post Office working days - Tuesday, Wednesday, Friday Work from home days – Monday, Thursday 1 year Fixed Term Contract (with a view to permanent once funding confirmed)
Note:	This post may be subject to a disclosure and barring check. You will be required to produce necessary identification documents to comply with the Home Office rules preventing illegal working.

2. Overall Job Purpose

2.1 Responsible for the day to day administration of all business needs in Derbyshire Federation for Mental Health (DFMH).

2.2 To ensure business support practices / procedures are carried out to a high standard and in line with current legislation, DFMH values, and DFMH policies.

2.3 Responsible for checks that ensure safe working and healthy workspaces for all staff and volunteers.

2.4 To offer admin support to DFMH services as and when required.

2.5 To support the CEO in administration of Board of Trustee matters.

3. Principle Tasks

3.1 Answering the phone

To be primarily responsible for answering office phones and directing calls accordingly.

3.2 Systems and Information

Administer DFMH business systems and processes to enhance efficiency and working current practices including; health and safety, marketing, information sharing, internal / external comms.

IT – Maintain inventory of IT equipment provided to staff. Coordinate IT updates and upgrades including; main telephone line and mobile phones.

Marketing, Website, Branding, Social Media – Responsibility for the maintenance and updates on the DFMH website. Schedule relevant social media content weekly.

3.3 Business & Services Admin Support

Assist the senior management team in the effective and efficient running of the charities policies and best practices.

Support DFMH services with effective administration that allows staff to deliver good mental health support.

Deliver quarterly monitoring and impact reports.

Organise and administer DFMH events - including arranging refreshments, food, and suitable venues.

3.3 HR & Finance Admin support

Assist the HR & Finance Coordinators with administration relating to recruitment and finance, where necessary.

Update and distribution of timesheets.

Issuing of IT equipment and relevant information to new starters.

3.5 Health and Safety

To be a named Health & Safety administrator.

Responsible for providing and administering Health and Safety equipment to support Staff, and arranging PAT testing and Fire Safety inspections in a timely manner. Liaise with and advise support managers when required regarding Health and Safety for staff whilst working in the community settings.

3.6. Assist the CEO/ Business Services Manager (BSM)

Supporting the CEO with the formulating Board Papers and minutes of meetings.

Provide admin support to the Business Services Manager.

To maintain confidentiality of all information relating to clients and their families, staff, volunteers and trustees.

To participate in regular supervision with the BSM and to participate in an annual appraisal meeting with the BSM.

3.7 Other Duties

Other duties when required, appropriate to a job at this level, or your range of competencies.

You may be required to travel to other sites throughout Derbyshire for which travel expenses will be paid.

Represent DFMH at conferences and networking events as required.

To administer an internal and external newsletter.

Manage external room bookings, specifically at the Greenaway Wellbeing Hub.

Dated: February 2026