**Hours: 25 hours p.w. (09.00 – 14.30 Mon – Fri) with some need for flexibility.**

**Permanent post with the potential to increase to a full time post.**

**Salary £18,971 pro rata**

**25 days + Bank Holidays pro rata**

**MB3:**

The Mulberry Bush Third Space (MB3) is a National Centre for Reflective Practice and is the newest venture of the Mulberry Bush Charity.

Within MB3 there are a number of services, including the Planned Environment Therapy (PET) Archives and Special Collections, and the National Child Care Library (NCCL). MB3 is also home to The International Childcare Centre, (ICTC) The Childcare History Network,(CHNN) and TC Elders.

MB3 provides bespoke experiences, experiential training events for those working in therapeutic environments for adults and children.

**The Mulberry bush Charity:**

The Mulberry Bush Charity includes a residential school for young children who have suffered trauma; an Outreach department which provides specialist support to those working with children with emotion, social and behavioural needs; and a Research department which looks to improve practice in the sector.

**Main duties:**

As Administrative Coordinator you will be responsible for providing and developing this role for the charity, specifically, but not exclusively, to MB3.

You will be part of the MB3 staff team and will be expected to engage in reflective supervision, group supervision and reflective space. Our core working aims are collaborative working, reflective practice and psychodynamic thinking.

Your responsibilities will include, but not restricted by the following:

* To support the Head of MB3 in the safe running of the site in line with the business plan
* To take responsibility for all day to day aspects of managing the administrative needs of MB3 with professional guidelines, practices and processes
* Devise and implement strategies to streamline and develop existing procedures
* Develop and collaborate with professional partnerships and organisations and the growth of MB3.
* Support the Head of MB3 to develop The National centre of reflective Practice.
* Work with the Head of MB3 to collate and secure information for funding when necessary
* Ensure that all visitors comply with COVID19 and safeguarding requirements.
* Prepare training and event information and marketing information
* Set up and coordinate online and face to face meetings and events
* Work collaboratively with all MBO departments.
* Research and gather quotes for projects and services, such as catering
* Provide data and figures for finance and budgeting requirements
* To support the charities Service leads when required with specific administration tasks
* Act as central point when Service lead is off site
* Undertake any other duties of a similar level and responsibility as may be required from time to time by your Line Manager.

All Mulberry Bush staff members are expected to:

● Act as ambassador for MBO, working within its values and ethos

● Undertake training as required

* Identify own CPD needs and help identify ways to meet these

# **Person Specification**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Test by application form** | **Test by formal interview** |
| At least 2 years’ experience of an administrative Role | **x** | **x** |
| Good written and oral communication skills | **x** |  |
| Good standard of educational qualifications | **x** |  |
| Experience of running a project or system | **x** | **x** |
| Experience of creating processes or spreadsheet for use in the workplace | **x** | **x** |
| Good working knowledge of GDPR, H&S and Safeguarding |  |  |
| Experience of coordinating events | **x** |  |
| Experience of collaborative working | **x** | **x** |
| Experience of using programmes such as Microsoft, spreadsheets and data | **x** |  |
| Experience of dealing with enquiries | **x** | **x** |
| Experience of using initiative and creatively | **x** |  |
| Experience of working independently | **x** | **x** |
| Strong time management skills and experience of working to deadlines | **x** | **x** |
| Experience of managing at least one project | **x** | **x** |
| Experience of implementing a procedure or process | **x** | **x** |

|  |  |  |
| --- | --- | --- |
| **Desirable** |  |  |
| A recognised administrative qualification | **x** | **x** |
| Managerial experience | **x** | **x** |
| Knowledge of working within a similar environment | **x** |  |
| Proficiency with social media and IT | **x** |  |
| Understanding of supervision and/or reflective practice | **x** | **x** |

Where indicated above, candidates must provide clear evidence in their application forms (with examples), to show how they meet each element of the essential criteria (and desirable criteria if appropriate). **Please note, candidates who do not demonstrate in their application that they meet the essential criteria for this post could still be shortlisted for an interview if there are alternative skills that would be acceptable.**

Details and an application form are available for download from The Mulberry Bush website  [www.mulberrybush.org.uk](http://www.mulberrybush.org.uk/) or from Lucy Lowe, HR Administrator

llowe@mulberrybush.org.uk

The Mulberry Bush School, Standlake, Witney, OX29 7RW

**Closing date for applications: Friday 11th June 2021**

*The Mulberry Bush School is an equal opportunities employer and is fully committed to safeguarding and promoting the welfare of children as its utmost priority and expects all staff and volunteers to share this commitment. Applicants must be able to provide evidence of having the right to live and work in the UK and will be required to undertake an enhanced criminal background check from the Disclosure & Barring Service.*