



## **JOB DESCRIPTION**

**Job Title:** JETS Administrator

**Department:** My Work

**Reporting to:** JETS Area Manager

**Main Job Functions:** (NB In addition to these responsibilities, employees are required to carry out such other duties as may reasonably be required).

- Administrative support to the Work and Health Programme JETS programme ensuring high quality services to customers
- Ensure participant records are complete with the required information
- Booking referral appointments into Employment Coaches diary
- Updating of customer portal and spreadsheets
- Process queries from partners, participants and colleagues
- Typing customer CVs
- Administration support to Employment Coaches
- Upload documents to customer records

Ensure all administration services are in line with:

- Work and Health Programme contract
- Business Processes
- Corporate policies and procedures
- Performance targets
- Project Plans
- Quality Assurance Framework
- Data Protection Law
- Represent Papworth Trust in a professional and positive manner
- Ensure that all vulnerable adults are safeguarded appropriately in line with organisational policies and procedures.

In addition to these responsibilities, employees are required to carry out such other duties as may reasonably be required.

**Date of Description: Nov 2020**

**Job Description Ref:**

**Prepared By:** Una Davis