



JOB DESCRIPTION

Role title: Database and Service User Administrator (Maternity Cover)
Reporting to: Service User Coordinator;
Based at: Lindengate site, Wendover
Hours: 27.5 hours per week @ £10.50 hour (9.30 – 15.00)

BACKGROUND

Lindengate is a young, vibrant charity based on a 5 acre site in Wendover, Buckinghamshire. We provide a Social and Therapeutic Horticultural service to service users whom we call Gardeners. The Gardeners may have autism, brain injury, dementia, learning disabilities and mental health needs. We provide a non-clinical service which uses the healing power of nature to enhance mental wellbeing and reduce social isolation.

This job requires a robust, calm and centered individual who is used to producing good quality data for reporting and management purposes in addition to individual fee and organizational grant applications.

JOB ROLE

- Support and develop the overall administration and recording processes of the team;
- Management/oversight of Gardener data on database incl. running reports of outcome data/scores for fundraising team;
- Strategically develop the database alongside IT support, to meet our current and future reporting needs;
- Processing of Gardener referrals and funding;
- Liaison with referral agents;
- Follow up and engagement of absent Gardeners;
- Support and develop the overall administration and recording processes of the team;
- First Aid cover;
- Write and produce Gardener Newsletters
- Ensure comprehensive administrative records for every service user/Gardener;
- Other service-user related tasks as directed by the Service User Coordinator;
- To participate in external events or fund-raising as may be reasonably requested.

PERSON SPECIFICATION

- Database systems development and execution (e.g. Zoho)
- An ability to relate to a diverse group of individuals
- Can work independently and use initiative
- A good team player
- Clear communication skills
- An awareness and willingness to learn about Health and Safety and Safeguarding.

Support: Training, where specifically required for the role will be provided
Security checks: Employment is subject to an enhanced DBS check.

Please send your CV and a cover letter to info@lindengate.org.uk

Date issued: Monday 8th April 2019

Deadline for Application: Monday 23rd April

Telephone: 01296 622443