



**SEFF**  
SOUTH EAST FERMANAGH  
FOUNDATION

### **Sessional Admin & Data Processor**

(Supporting SEFF's Health & Wellbeing Caseworkers)

**Responsible to:** SEFF's Health & Wellbeing Caseworker Coordinator

**Location:** Lisnaskea & Fivemiletown base

**Tender period:** 8 x weeks- timeframe envisages as 1<sup>st</sup> July – 31<sup>st</sup> August or potentially earlier depending on successful candidate

**Payment:** £15 per hour x 15 hours per week

**Tax:** The successful respondent will be responsible for paying their own Inland revenue payments and will be responsible for their own travel costs.

### **Main purpose of role:**

The Sessional Admin & Data Processor will be required to support the Health and Wellbeing Team in responding to the administrative needs of the team including data inputting, and monitoring requirements for funding.

### **Main Duties and Responsibilities:**

1. Responsible for data input into SEFF's Advice Pro Case Management system, ensuring client records are up to date and accurate.
2. To maintain confidential, professional and appropriate records of all client contact on paper, within SEFF's Cloud Based System 'SharePoint', and within the department's CRM system (Advice Pro).
3. Responsible for collation of data in line with the requirements of SEFF's funding streams and in supporting the returns of monitoring and evaluation reports as required.
4. Provide support to procure and order small items of support for clients in line with their health and wellbeing needs.

5. To provide administrative support to the Health and Wellbeing team assisting to organise and store information within SEFF's cloud-based storage system.
6. Responsible for supporting communications within the H&WB team, including receiving referrals, emailing clients, taking calls in the office, and arranging appointments for our Health & Wellbeing Caseworkers.
7. To maintain a professional attitude at all times towards clients, staff and all those in contact with South East Fermanagh Foundation (SEFF).
8. Treat Health & Wellbeing client records with the utmost sensitivity and **confidentiality**, in line with SEFF's Privacy and Confidentiality Policies and Procedures.
9. Where appropriate attend meetings representing the Clinical Team and wider Health and Wellbeing Services.

### **Person Specification**

1. 2+ years' experience in administration across a range of services.
2. Knowledge and/ or experience in working with a health and wellbeing team or services.
3. Knowledge and experience of working with vulnerable adults.
4. Working knowledge and experience of monitoring and collation of data for funding reports.

### **Process**

1. Application pack completed and sent to SEFF to include
  - a. Application form outlining suitable experience
  - b. Monitoring form
  - c. Current up-to-date CV
2. SEFF Shortlisting Process
3. An interview will be held to award this position to the successful tenderer.
4. Service Level Agreement (SLA) signing with the successful tenderer.