



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	Holiday Activities and Food (HAF) Programme Administrator
Grade:	G03
Directorate:	Children and Families
Department:	Living Well Rutland
Responsible to:	HAF Programme Lead

Purpose of the Job:

To provide administrative support to the delivery and coordination of the Holiday Activities and Food (HAF) Programme.

The post holder will support the effective organisation, communication, monitoring and administration of the programme, working with activity providers, schools, families and partner organisations to ensure smooth delivery in line with Department for Education guidance and Rutland County Council procedures.

To provide a professional and customer-focused administrative service in line with the Council's standards and values.

Main Responsibilities:

1. To provide administrative support for the coordination and delivery of the Holiday Activities and Food (HAF) Programme.
2. To maintain accurate records of providers, activities, attendance data and programme documentation.
3. To support communication with schools, providers, families and partner agencies regarding programme delivery, bookings and enquiries.
4. To assist with the collection, collation and monitoring of information associated with programme performance indicators and reporting requirements.
5. To support the administration of provider documentation including safeguarding policies, insurance, DBS information and risk assessments.
6. To maintain filing and electronic record keeping systems in line with Council procedures and data protection requirements.
7. To undertake word processing of correspondence, reports and other documents to corporate standards and service deadlines.



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8. To assist with the administration of incoming and outgoing communications, including shared inbox management.
9. To support promotional activity for the HAF programme including distribution of information and updating digital content where required.
10. To assist with the preparation and organisation of programme resources and materials.
11. To recognise safeguarding concerns and ensure appropriate escalation in line with safeguarding procedures and multi-agency guidance.
12. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values.
13. Take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.
14. This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Behaviours and outcomes:

- To be a role model for the One Council ethos and values.
- Respond positively to pressure and change with flexibility and adaptability.
- Build and maintain positive working relationships with colleagues, providers and partners.
- Support collaborative working and share knowledge and information appropriately.
- Demonstrate a commitment to improving outcomes for children, young people and families.

Dimensions:

No direct budget responsibility
No line management responsibility



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Good standard of education including English and Mathematics	A/D
Competent in Microsoft Office applications including Word, Outlook and Excel	A/I

Desirable	Method of Assessment *
NVQ Level 2 or 3 in Business Administration or equivalent	A/D

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Experience of providing administrative support	A/I
Experience maintaining accurate electronic records and filing systems	A/I
Experience using email and database systems	A/I
Experience communicating with members of the public and professionals	A/I

Desirable	Method of Assessment *
Knowledge of the HAF programme	A/I

SKILLS

Essential	Method of Assessment *
Good oral and written communication skills	A/I
Good organisational skills	A/I
Ability to manage competing priorities	A/I



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Accurate data entry and attention to detail	A/I
Ability to work as part of a team	A/I
Professional and courteous telephone manner	A/I
Flexible approach to work	A/I
Ability to use initiative and work independently	A/I

Desirable	Method of Assessment *
Experience of minute taking	A/I

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

OTHER

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	A/I
Willingness and ability to visit other sites as and when required.	A/I

* A = Application Form D = Documentary evidence I = Interview T = Test

STRUCTURE

TBC

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.



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DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
15/05/26	New JD	Steph Logue - Wellbeing and Prevention Team Leader