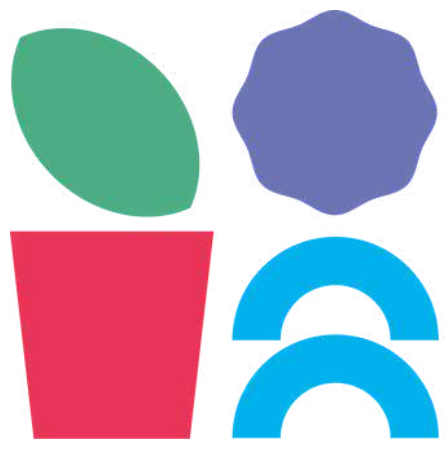




Clybiau
Plant Cymru
Kids' Clubs

FTA/1225

ADMINISTRATOR

Application Pack

[TO ACCESS THIS PACK IN
WELSH, CLICK HERE](#)

A company limited by guarantee 4296436
Registered Charity 1093260 Working in partnership with:



ABOUT US

Clybiau Plant Cymru Kids' Clubs is the national organisation for Out of School Childcare Clubs in Wales.

Our vision is a Wales where children play, and communities prosper.

Our mission is to be the voice of Out of School Childcare Clubs in Wales, supporting children's right to play and quality childcare that is sustainable, affordable and meets the needs of children, their families and communities.

For further information on our values and strategic goals for Out of School Clubs, click [here](#).

Out of School Childcare Clubs run either side of the school day and during holidays, enabling parents/carers to return to work or training and children to enjoy a play focused, quality provision staffed by qualified Playworkers. There are over 1500 Welsh, English and bilingual Breakfast, After School and Holiday Clubs across Wales.

As a registered charity, a voluntary Board of Trustees or Directors make the policy decisions of Clybiau Plant Cymru Kids' Clubs. These people are elected annually and are drawn from Out of School Childcare Clubs across Wales.

We provide childcare business support and training:

Childcare Business Support

We can help individuals, schools, existing childcare providers, committee members and others set up and support existing childcare businesses.

Training

We have been training the Out of School Childcare sector for over 20 years to develop a professional workforce that embraces and supports children's self-directed play.

We provide Playwork qualifications (NCFE CACHE, the awarding body for qualifications, rate us as excellent), Continuing Professional Development and a range of play-based activity workshops. See our latest training events and directory [here](#).

BENEFITS OF WORKING WITH US

Experience the Clybiau Plant Cymru Kids' Clubs difference

Impact that Matters:

Experience the true joy of making a lasting impact on young lives. At Clybiau Plant Cymru Kids' Clubs, you'll be part of a team that's creating a Wales where children play, and communities prosper.

Your Time to Unwind:

Enjoy a well-deserved break with our generous holiday package. We believe in work-life balance, ensuring you have the time to recharge and enjoy life beyond the workplace.

Flexibility that Fits:

We understand life's demands. Embrace a fulfilling career while enjoying the flexibility you need with our TOIL scheme and agile working. Your well-being matters, and we're here to support your journey.

Unleash Your Potential:

Unlock a world of growth through our comprehensive training and development programs. At Clybiau Plant Cymru Kids' Clubs, we invest in your skills, ensuring you reach your highest potential.



Staff Survey 2024

100 % AGREED
I feel encouraged to come up with new and better ways of doing things

100 % AGREED
My job makes good use of my skills and abilities

100 % AGREED
I am encouraged to do my best

100 % AGREED
The organisation visibly demonstrates a commitment to quality

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BENEFITS OF WORKING WITH US

For your wellbeing

Flexible working arrangements, hybrid working, training and development opportunities as well access to our Wellbeing Hub and Mental Health Champions, monthly supervision meetings with your line manager and yearly appraisals.

For your health

28 days holiday pro rata plus public holidays (pro-rata for part-time working) plus additional perks based on length of service that become available on 3 years' service and 5 years service which include additional annual leave days and access to Perkbox. We also provide corporate health cover through Simply Health whereby after a six-month probationary period, employees who are confirmed in post receive Simply Health Cover – free of charge – and the option to pay for additional cover for spouse / partner and children.

For your financial security

Clybiau Plant Cymru Kids' Clubs operates a stakeholder pension scheme in conjunction with Aviva. Employees may, subject to certain eligibility criteria, join the pension scheme. Eligible employees will receive a pension contribution of 6% from Clybiau Plant Cymru Kids' Clubs, provided the employee contributes 2% of their gross basic salary, into the scheme, enhanced maternity pay, paternity leave and adoption leave. A mileage allowance is payable when on Clybiau Plant Cymru Kids' Clubs business. Out of pocket expenses incurred while on Clybiau Plant Cymru Kids' Clubs business are also paid for subsistence and travel, within a limit. Expenses are paid monthly in arrears.



WHAT IS IT LIKE TO WORK FOR CLYBIAU PLANT CYMRU KIDS' CLUBS?



“

I find the agile working agreement along with the TOIL system fits well with my commitments and really gives me a good work life balance. I find my role rewarding and enjoy being part of a team that all pulls together.

”

“

I really enjoy working for Clybiau Plant Cymru Kids' Clubs, the team are all friendly and great to work with. I enjoy my role as a Childcare Business Development Officer supporting governance, sustainability and quality in Out of School Childcare clubs, as my work is very varied and no two days are the same. I get real pleasure from supporting the sector, as well as knowing that I'm making a difference to give children quality, sustainable childcare and play experiences in Out of School Childcare Clubs.



”



“

As a new member of the team i have been welcomed with open arms and feel like the part of the team having only been here a short period of time. It's a lovely, busy place to work and everyone has been very friendly and supportive.

”

THE ROLE OF THE ADMINISTRATOR

Clybiau Plant Cymru Kids' Clubs wishes to appoint a full time (37 hours) Administrator, to be based in our Cardiff or Cross Hands office with an agile working agreement in place. (50:50 split of working from home and office)

The salary of £23,500.00 (£24,790.00 upon confirmation in post) is based on a 37-hour week, payable monthly by credit transfer. There are 28 days holiday pro rata plus public holidays. The holiday year runs from 1 September to 31 August.

The Admin Team is led by the Senior Administrators. The Administrator's main responsibilities are listed in the evaluation criteria. The Administrator will need an understanding of Windows and Microsoft packages including Word, Excel, Outlook, Teams and Access & be willing to learn about and use new software packages and online monitoring systems. The ability to enter data into the computer with accuracy and someone who has great attention to detail, and an ability to check their own work will be required.

To support the efficiency of the National and Regional Offices through the provision of an efficient and effective administration including processing grant applications and supporting the Training Team to ensure the efficient administration of all aspects of the team and support the effective monitoring of all learners.

The successful candidate should have a flexible approach to work and be able to adapt to varying pressures, deadlines and workloads. We are seeking to employ an individual who is keen to learn and fulfil their potential by developing to meet the detail set out in the evaluation criteria. We will work with the individual to understand and to meet the requirements of the role, to continue their professional development and to grow with the team and organisation.

All employees play a vital role in furthering the strategic plan of the organisation.

If you are keen to join our team and have initiative, enthusiasm and drive and are flexible in your approach to work, we look forward to receiving your application.

All offers of employment are subject to satisfactory reference, and a six-month probationary period.

A DBS Check will be required, cost will be met by Clybiau Plant Cymru Kids' Clubs.

JOB DESCRIPTION

Job Title

Administrator

Location

Based from the office in Cardiff or Cross hands, but with agile working policy in place. (50:50)

Hours of Work

37 per week (Monday – Friday)

Responsible To

Senior Administrators

Pay Scale

£23,500.00 (£24,790.00 upon successful confirmation in post, normally after 6 months)

KEY TASKS AND RESPONSIBILITIES

To support the efficiency of the National and Regional Offices through the provision of an efficient and effective administration service.

- 1.To contribute to the overall efficiency of the office and organisation, providing administrative support for the National and regional teams.
- 2.To accurately input and create reports of impact data including work completed by Childcare Business Development Officers and Training Officers, using computer programmes including MS Word, Excel, Outlook and Access as well as online portfolios and portals.
- 3.Preparing and managing grant and bursaries applications, award letters and monitoring forms.
- 4.Input information to track grants and funding using Access databases.
- 5.Managing the monitoring of all grants, reports and deadlines.
- 6.Managing learner enrolment process.
- 7.To support the Training Team and ensure the efficient administration of all aspects of the team and support the effective monitoring of all learners.
- 8.Support the administration of training courses and webinars
- 9.Support with the registration and certification of learners
- 10.To assist in the organisation of meetings and events, and taking and distributing accurate minutes of meetings as required.
- 11.To assist in the content/maintenance of the company and project websites, social media and marketing.
- 12.To assist in the administration of the membership function.
- 13.To use a range of skills to communicate efficiently and effectively to support staff within the organisation.

KEY SKILLS & EXPERIENCE

Essential

- Administration experience or relevant qualification.
- Excellent computer literacy skills – in using Microsoft applications such as MS Word, Access, Excel and Outlook, MS Teams and Zoom. Experience in using a Customer Relationship Manager (CRM), and updating websites and social media sites would be an advantage.
- Excellent literacy and numeracy skills.
- Experience in data entry and data analysis.
- Excellent interpersonal and organisational skills, with the ability to multi-task.
- A professional telephone manner, excellent written and verbal communication skills and a flexible attitude that can adapt to the varying requirements of a dynamic and busy office. Discretion and confidentiality in handling personal details is also essential.
- Ability to follow oral and written instructions.
- Willingness to undertake a variety of different tasks.

Desirable

- Welsh speaker.
- Good problem-solving skills.
- Good keyboard speed.
- Experience in creating and maintaining tracking systems

EVALUATION CRITERIA

OBJECTIVE 1.

To contribute to the overall efficiency of the office and organisation, providing administrative support for the National and regional teams.

PERFORMANCE CRITERIA

- To ensure that visitors are signed-in, and offer refreshments. The administrator should ensure that the recipient is aware that their visitor has arrived.
- To receive and dispatch deliveries using a courier service.
- Typing, word processing, filing and other general office duties.
- Draft correspondence, memos and other materials as required and use a photocopier for the reproduction of documents.
- To monitor levels of stationery and corporate literature and re-order.
- To complete and track Purchase Orders for all purchases.
- To monitor specific email inboxes where requested and ensure that actions are addressed (e.g. membership@)
- Respond to Task Requests within the agreed timescale and communicate effectively with colleagues (within the Admin Team and wider organisation) to support this process. This varies dependent on the size of request, but an update is required on a daily basis.
- To assist in formatting of documents in company style.
- Develop google surveys for internal / external use as requested.
- To maintain the office area, ensuring that it is presentable and compliant with Health & Safety procedures at all times.
- To contribute to keeping the office clean, tidy and well stocked and ensure that equipment remains in good working order, following up with external contractors where necessary.
- To support the completion of an annual risk assessment of the regional office.
- Produce end of month reports/reconciliation for photocopier, franking machine.
- Provide support for the Chief Executive Officer and Senior Management Team.
- Provide cover for other administrative duties during periods of sickness or annual leave.
- Assist in data collection by phone and email, and input data accurately into relevant systems.
- Promote the organisation's available funding, membership and promote available training and projects by phone and email where required.
- To promote and maintain a professional image in line with organisational policy.
- To undertake relevant training to continue own professional development.
- To participate in work towards furthering the organisation's Strategic Goals.
- To take on the responsibility of championing a specific area of work, including attending training relevant to supporting this. Champion areas include GDPR/Cyber Essentials, Health and Safety and Marketing and will be agreed in accordance with individual skills, experience and the needs/requirements of the organisation.

EVALUATION CRITERIA

OBJECTIVE 2.

To accurately input and create reports of impact data including work completed by Childcare Business Development Officers and Training Officers, using computer programmes including MS Word, Excel, Outlook and Access as well as online portfolios and portals.

PERFORMANCE CRITERIA

- To enter data accurately, to include application information etc into databases, spreadsheets and online portals.
- To analyse the data collected by the organisation, and produce reports as required.
- To check data that has been input and correct errors as necessary. Update when required.

OBJECTIVE 3.

Preparing and managing grant and bursaries applications, award letters and monitoring forms.

PERFORMANCE CRITERIA

- Formatting, uploading and maintaining the application process.
- Preparing and managing grant letters and monitoring forms and emailing to relevant clubs in a timely manner.
- Ensuring accurate data entry.
- Reporting on grant progress to relevant departments.
- Inputting data to grant trackers
- Sending applications to learners through online portal, Signable.

OBJECTIVE 4.

Input information to track grants and funding using Access databases.

PERFORMANCE CRITERIA

- Assist with the recording and reporting of grants information, including monitoring, using Access databases.
- Ensuring that grant recipients are paid instalments in a timely manner.
- Communicate with staff information in relation to these grants.
- Maintaining spreadsheets with payment information.

OBJECTIVE 5.

Managing the monitoring of all grants, reports and deadlines.

PERFORMANCE CRITERIA

- Work closely with the finance team to ensure that the grant application process is completed according to requirements and deadlines.
- Input monitoring information into spreadsheets/databases.
- Confirming and ensuring monitoring is received, liaising with other departments where necessary.

OBJECTIVE 6.

Managing learner enrolment process.

PERFORMANCE CRITERIA

- Attend start up meetings and follow up with actions.
- Create, input data and maintain learner trackers for training courses.
- Send enrolment paperwork and induction handbooks to learners, ensuring that all paperwork is completed accurately, timely and submitted using established procedures.
- Check submitted documents for eligibility and accuracy.
- Create an account for Learners on the online portfolio system.
- Be compliant with the General Data Protection Rules (GDPR) and ensure the safe and sensitive sharing of all personal sensitive data.

OBJECTIVE 7.

To support the Training Team and ensure the efficient administration of all aspects of the team and support the effective monitoring of all learners.

PERFORMANCE CRITERIA

- Provide administration for training meetings to include the arranging, preparation of papers and taking accurate minutes of the proceedings along with a schedule of actions.
- Keep accurate records of the progress of learners' induction, inform relevant team members of any outstanding actions on a weekly basis.
- Update the Training Leadership Team on overall progress of sign-ups and any non-starters.
- Conduct Learner surveys periodically through the year to gather feedback and report on same, under the direction of the Lead IQA.
- Maintain a positive working relationship with employers and complete Training Needs Analysis/Survey 6 months into the partnership.
- Contact Learners at the end of their Training to gather feedback and destination data.

OBJECTIVE 8.

Support the administration of training courses and webinars.

PERFORMANCE CRITERIA

- Create and input registers to trackers and database.
- Process online bookings.
- Create online courses on databases and website.
- Support the production of reports to facilitate the sharing of information, ensuring that the most effective means of obtaining outstanding actions are achieved.

OBJECTIVE 9.

Support with the registration and certification of learners.

PERFORMANCE CRITERIA

- Sourcing unique learner numbers on national databases in preparation for registration.
- Registering learners with awarding bodies.
- Accurately inputting learner details and maintain online portfolios.
- Claiming qualifications with awarding bodies.
- Support with the delivery of certificates to learners.

OBJECTIVE 10.

To assist in the organisation of meetings and events, and taking and distributing accurate minutes of meetings as required.

PERFORMANCE CRITERIA

- To book venues (online/in person), catering and equipment.
- Prepare agenda and circulate papers one week prior to meetings in liaison with the Chairperson for the meeting.
- Minute take at meetings as required in the company style. Meetings to include Project Meetings, Team Meetings, Training Meetings and to deputise at Senior Team Meetings and/or Board of Trustee meetings for the Senior Administrator as and when required. Circulate minutes of meeting within one week.

OBJECTIVE 11.

To assist in the content/maintenance of the company and project websites, social media and marketing.

PERFORMANCE CRITERIA

- Assist the Communications and Marketing Officer in delivering dynamic membership communications, including a Weekly Bulletin, Y Bont newsletter, membership mail social media content to include proof reading, ensuring company guidelines and style is adhered to and supporting content generation.
- Support the monitoring and reporting on the effectiveness of our communications and marketing strategy.
- Assist with maintenance of the company website ensuring that Welsh and English sites are kept up to date by uploading News, Training & Events, resources and maintaining project pages.

OBJECTIVE 12.

To assist in the administration of the membership function.

PERFORMANCE CRITERIA

- Answer queries and provide support for logging into the website.
- Prepare mailings as directed by the Senior General Administrator.
- Update member details on CRM system
- Promotion of membership to clubs.

OBJECTIVE 13.

To use a range of skills to communicate efficiently and effectively to support staff within the organisation.

PERFORMANCE CRITERIA

- To receive and log incoming mail and distribute as appropriate.
- To make and receive telephone calls and to direct callers to the proper respondent or take appropriate messages in their absence.
- To deal with enquiries and requests from internal staff and external bodies in a professional and efficient manner.
- To send outgoing mail, using a franking machine.
- Assist with the production and formatting of documents.

HOW TO APPLY

Offers of employment are subject to satisfactory references, identity checks and DBS checks (if eligible) at the appropriate level.

[PLEASE COMPLETE THE ELECTRONIC APPLICATION HERE](#)

[PLEASE COMPLETE THE EQUAL OPPORTUNITIES MONITORING FORM HERE](#)

We know that interviews can be a daunting experience. If you are shortlisted, we want to put you at ease by:

- Offering the opportunity to speak with a member of the team before the interview to chat.
- Committing to fully understanding any additional needs and/or any access requirements you may have and putting any necessary requirements in place within good time.
- Sharing the format of the interview and what will be expected of you beforehand, so that you can be well prepared, and feel more in control and comfortable, which will also help us to get the best out of you.
- Ensuring an interview panel that is representative of candidates.

We want the experience to be a pleasant one that you will reflect on positively regardless of the outcome. We very much look forward to reading about you, to get to know you further.

We will keep you in the know! Whether you are successful or not at each stage of shortlisting we will be in touch with next steps and are happy to offer you feedback on your application/interview.

The key dates:

- Deadline for applications – 01/12/2025
- Invite candidates to interview – By 05/12/2025
- Interviews will take place week commencing 15/12/2025

For assistance with your application or to discuss the recruitment process you can contact our friendly Senior General Administrator Becci.



02920 741000



recruitment@clybiauplantcymru.org



Clybiau Plant Cymru Kids' Clubs exists to help communities in Wales by promoting, developing and supporting quality, affordable, accessible out of school childcare clubs.

We are a Wales wide organisation that helps set up, develop and support out of school childcare clubs. We help clubs or prospective clubs to apply for funding and we train and support club staff during the set up and subsequent running of the club.

GOOD LUCK WITH YOUR APPLICATION!

www.clybiauplantcymru.org