**Canopy Housing**

**Data Administrator Job Description**

**Temporary & part time - 22.5 hours pw**

**Salary £22,000 pro rata**

This post is partly supported by the European Social Fund (ESF) through its Energising East Leeds Community Led Local Development (CLLD) programme.

Canopy is a self-help, community-housing organisation based in inner city Leeds. We renovate derelict houses to create decent homes for people who are homeless. We involve local people, volunteers, tenants and others in every aspect of our work. Canopy transforms communities as homeless people and local volunteers renovate empty homes.

Responsible to: Finance Manager

**Summary**

To carry out administrative, monitoring and reporting tasks to facilitate the smooth running of the organisation and offices.

**Work activities**

* Monitoring and reporting on Canopy’s performance, including (but not limited to) housing management, volunteering, HR and our EU-funded programme in Harehills
* Assisting Canopy colleagues with gathering supporting information for our funded projects returns
* Reporting back to funders regarding performance against targets and financial needs
* Organising and attending Canopy Board and subcommittee meetings and taking minutes
* Helping to produce timely and up to date management reports
* Producing stats and monitoring information for Board reports and external benchmarking
* Supporting the Senior Managers in delivering Canopy’s Registered Provider Action Plan
* Housekeeping for Canopy’s housing management and volunteering database
* Developing, implementing and managing new administrative systems
* Maintaining supplies of stationery, equipment and other supplies in our community buildings
* Using a range of office software, including email, spreadsheets and databases

**Responsibilities of all staff**

* Attend regular supervisions and appraisals with line manager
* Attend weekly team meetings, take minutes
* Contribute to identifying your own training needs and attend relevant training and events
* Answering the telephone and door
* Assist with Security, IT, storage and housekeeping at Canopy offices
* To comply with Canopy policies and working practices
* Be concerned for the Safety and Health of all people in contact with Canopy
* To take responsibility for identifying hazards, reporting them and doing something about them
* To help out in every area of the organisation’s work as required
* Any other tasks as required by your line manager

SWh March 2020