

## Job Description

### Insurance Administrator

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<b>Job Title:</b>	Insurance Administrator
<b>Salary Grade:</b>	320
<b>Hours:</b>	21 hrs per week, includes occasional evening and weekend work
<b>Location:</b>	Beacon Business Centre, Hopton Park, Devizes
<b>Supervisor:</b>	Head of Finance

### Job Purpose

To undertake the day to day administration of Community First's insurance service to Village Halls and Parish Councils under the auspices of the Village Halls Plus Group (VHPG), to provide any office support across the programmes.

### Main Duties

1. Administering all aspects of the village hall insurance scheme on behalf of Community First, including providing quotes, handling new business and renewals, assisting with monthly reporting to Zurich and advising Community First accounts of appropriate payment, and maintaining all records.
2. Work with the Insurance Officer on marketing strategies and undertaking promotions to expand the scheme.
3. Assisting with the review and scrutiny of proposals/literature proposed by Zurich regarding the insurance scheme.
4. On occasions representing Community First / Village Hall Plus Group on insurance matters at village hall and other events.
5. Administering the Community First insurance schemes. Dealing with routine enquiries from Village Halls and Parish Councils on insurance matters.
6. Provide office support across all divisions of the organisation as and when required including administrative tasks, dealing with routine telephone enquiries, events and data inputting
7. Provide support for partnership network meetings for divisions across the organisation including notes and preparation of agenda's as and when appropriate etc

## **General Duties**

The post-holder will contribute to achieving the overall mission of Community First.

- Budget holders assume financial responsibility for own operational budget. Non-budget holders ensure expenditure is necessary and within budget constraints.
- Participate in the team working approach of Community First
- Take responsibility for her / his own development, inform the line manager of any development needs and take part in prescribed development activities
- Work within the agreed policies and procedures of Community First
- Carry out such other general duties as shall be determined by the Chief Executive. Support other members of staff as required by the workload and by absences due to leave, sickness etc.
- Ensure that office security is maintained, and confidences are not breached.
- Promote an alert approach to Health and Safety at Work matters and maintain compliance with the terms of the Hopton Fire Certificate.

Community First is committed to Equal Opportunities and the post holder is expected to be familiar with the Equal Opportunities Policy and to complete his or her duties in a manner consistent with this policy.

This job description does not form part of the contract of employment but indicates how the contract should be performed. The job description will be subject to review and amendment in the light of experience and in consultation with the post as part of the annual appraisal process. The responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.