

Job Description

Administrator – Children Services

JOB TITLE: Administrator - Children Services
EMPLOYMENT BASIS Full time
DIVISION: Children Services
LOCATION: Fondazzjoni Sebh 72B, Triq Villambrosa Hamrun
REPORTS TO: Children Services Senior Manager

ROLE PROFILE: The Administrator forms part of a team of workers within the Children Services of Fondazzjoni Sebh. S/he is required to work hand in hand with the Senior Manager. The selected candidate will work under the guidance and supervision of the Senior Manager and will be assigned various responsibilities related to the day-to-day running of Children Services.

TERMS AND CONDITIONS: The Administrator is required to undergo an induction phase and other relevant training which may be deemed necessary. The post is full time and subject to four months probationary period. The person appointed is subject to the rules and regulations of Fondazzjoni Sebh and the Archdiocese of Malta.

KEY RESPONSIBILITIES: **Administrative Duties:**

General Duties:

- Assist the Senior Manager in all administrative tasks to ensure the smooth running of Children Services;
- Attend supervision and training as required;
- Manage and maintain organised filing systems (both online and paper-based) for all Children's Services documentation
- Assist in planning, organising, and coordinating events and activities for children within the service.
- Assist in gathering and compiling information for the annual report and other internal/external reports as required
- Support in preparing and submitting funding applications, collecting necessary documentation and data
- Support in the co-ordination of CSR activities in relation to children services
- Support and work hand in hand with Central Office to co-ordination donations in kind and gifts for Children Services

- Keep accurate records of donations and expenditure collected and distributed by the Senior Manager
- Assist the Senior Manager in obtaining quotations and compile the necessary documentation
- Follow up on receipts
- Assist the Senior Manager, as required, to upkeep and streamline procedures across services

Other Duties:

- Attend and participate in meetings in line with the practices of the organisation;
- Assist the Senior Manager in the co-ordination and organisation of meetings;
- Take minutes of meetings when requested to do so by the Senior Manager
- Maintain confidentiality and data protection standards at all times;
- Perform any other duties or responsibilities as assigned by the Senior Manager, as required to meet the needs of Children Services.

MINIMUM REQUIREMENTS:

Qualifications

5 years' experience in administration. Previous experience in a similar setting would be an asset.

OR

2 years' experience in administration and a qualification in a related field or in the social sector. Previous experience in a similar setting would be an asset.

SKILLS AND PERSONAL ATTRIBUTES :

- Effective team working skills;
- Good writing skills;
- Good computer skills;
- Good organisation Skills;
- Able to work on own initiative;
- Ability to meet deadlines;
- Ability to communicate effectively with others;
- Ability to remain patient, objective and positive under pressure;
- Proficiency in the Maltese and English languages, both spoken and written, is preferred.

HOW TO APPLY:

Please send a written statement detailing how your skills match the requirements listed in this job description and quoting Ref. FS/2025/09, together with your CV, police conduct and the contact details for 2 Referees to:

Elmer Stanmore
Support Services Senior Manager
Fondazzjoni Sebħ
Email: info@sebh.mt

The Job Description will be reviewed on a regular basis and may be amended by the Senior Management Team of Fondazzjoni Sebħ to reflect the needs of the service. This job description should be read in conjunction with the contract of service.

Fondazzjoni Sebħ's talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation. To this aim we follow the policy and practice guidelines issued by the Archdiocese of Malta and the Safeguarding Commission. This role is subject to the background checks stipulated by the Protection of Minors (Registration) Act 2011, and any other applicable law.