

SOUTHMEAD DEVELOPMENT TRUST

Job Description

- Post:** Project Co-ordinator and Administrator
- Job Purpose:** West of England Works is a programme to move forward the long term unemployed who face multiple barriers to work, education or training. This role is to co-ordinate and be responsible for the administration of all aspects of the project.
- Responsible to:** West of England Works Manager
- Salary:** £22-24k per annum pro rata
- Hours:** 22.5 hours a week
- Contract:** Fixed term to end March 2022 with the possibility of extension

Roles and Responsibilities:

- Handle all administrative functions of the project
- Oversee the project's daily functions to ensure deadlines and compliance requirements are met
- Create and update workflows and processes where needed, offering suggestions to improve efficiencies
- Ensure all project data is captured, recorded, collated and reported correctly to the level required by funders and commissioners, to meet monthly and quarterly reporting requirements.
- Manage, deliver and be responsible for monthly and quarterly reporting for finances and participants that involves complex Excel spreadsheets and keeping on top of very high volumes of detailed information
- Be responsible for the project's financial submissions



- Support the Finance Director with the financial administration related to the project
- Liaise with funders' Finance Co-ordinator to rectify any issues in the monthly and quarterly finance claims
- Liaise with Senior Leadership Team to obtain necessary documents for financial reporting and rectify any issues with finance claim
- Manage timesheet process and liaise with Senior Leadership Team to ensure a timely response
- Track petty cash and debit card spending by staff and participants and process expense claims in line with financial reporting deadlines
- To offer administration support to all staff working on the West of England Works project
- Project support to the Employment Mentors to ensure they have all the up to date information and paperwork required
- Advise Employment Mentors on best practice to ensure all paperwork, outcomes and processes are compliant and the best way to respond to challenges to fulfil targets
- Induct new employees on how to complete paperwork and ensure targets are met
- Carry out and record monthly caseload reviews with Employment Mentors and Manager
- Assist with triaging and allocating referrals by managing the project's email inbox and monitoring mentors' caseloads
- Oversee paperwork compliance and address potential issues in good time to ensure targets are met
- Receive detailed feedback on paperwork and communicate it to the team
- Liaise directly with funders and their compliance team and project manager to process feedback on paperwork and rectify issues ensuring paperwork is accurate make sure paperwork is accurate and therefore targets are met in a timely way
- Receive and communicate project updates from funders to the team
- Build and maintain positive working relationship with our funders Receive and communicate detailed feedback on paperwork and communicate it to the team
- Receive and communicate project updates from funders to the team
- Monitor project progress and address potential issues with compliance and paperwork to ensure targets are met Track project performance and stay up to date with the latest changes to performance and compliance
- Respond to challenges and come up with creative ways to overcome issues to ensure targets are met

- Collate project statistics for organisational reporting
- Create marketing materials on an ad hoc basis
- Liaise with marketing and communications team to advertise project
- Sending emails and handling other communications
- Managing confidential information and storage of information, and maintaining processes for all project related paperwork and ensure GDPR is upheld
- Attending professional meetings and writing up meeting minutes as required
- Order resources such as equipment and stationery
- The post holder will be expected to work without a high level of supervision, using initiative to make decisions within a framework set by senior staff
- A variety of tasks are involved, some of which are complex. The Manager will provide support with unfamiliar or major tasks
- Flexibility will be required during busy periods to ensure that all project paperwork meets the monthly reporting deadlines
- Build positive relationships with external and internal contacts
- Assist with co-ordinating activities and events related to the project

General Duties

- To comply with all Southmead Development Trust's policies and procedures.
- Work carried out must accord with current legislation and/or regulations.
- To maintain a professional attitude and conduct at all times.
- To promote health & wellbeing, equality and diversity, and sustainable development.
- To undertake other duties as requested by the trust.

Person Specification

Post Title: Project Co-ordinator and Administrator			
	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications	<ul style="list-style-type: none"> • Excellent IT skills proficient using Microsoft Office, in particular Excel • GCSE A - C or equivalent in Maths and English 	<ul style="list-style-type: none"> • Relevant Administration qualification 	Application Form
Experience	<ul style="list-style-type: none"> • Previous experience in a business administration environment role • Experience of project reporting 	<ul style="list-style-type: none"> • Experience of working with Big Lottery Fund or European Social Fund projects • Marketing and social media 	Application Form Interview
Specific Skills/ Knowledge	<ul style="list-style-type: none"> • Excellent ability to organise • Fantastic time management • Able to address problems and plan and seek pragmatic solutions • Able to give and receive feedback constructively • Excellent literacy skills and accurate use of the English language • Exceptional attention to detail • Excellent numeracy skills, being accurate and able to process data and information without errors • Managing financial processes e.g. petty cash • Excellent communication skills using a wide range of media 	<ul style="list-style-type: none"> • Experience and knowledge of complex databases • Financial reporting experience • Developing new processes when and where applicable 	Application Form Interview

Post Title: Project Co-ordinator and Administrator			
	ESSENTIAL	DESIRABLE	EVIDENCE
	<ul style="list-style-type: none"> • Ability to communicate with a wide range of stakeholders including service users • Experience working to GDPR standards and managing confidential personal information • Experience delivering monthly and quarterly reporting 		
Other	<ul style="list-style-type: none"> • A willingness to undertake any other duties commensurate with the post • Willingness and ability to work outside normal office hours and across multiple sites • Ability to work independently and proactively • Demonstrates wiliness to solve problems • Demonstrates commitment to continual professional development • Ability to lead and work as part of a team • Personal drive for excellence • Flexible approach to work 	<ul style="list-style-type: none"> • Knowledge of Southmead and the issues facing local residents 	Interview

This role is funded by the National Lottery Community Fund and the European Social Fund.

