

# JOB ADVERT

## West of England Works – North Bristol Administrator & Project Coordinator

Are you an extremely organised administrator or project support officer? We are looking for an administrator to support our team who are passionate about enabling individuals to get closer to the work place. You will have an eye for detail, thrive under pressure and be extremely IT literate. You will 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. You will be responsible for the project's detailed financial submissions and provide administrative support to the Team Leader.

This service is funded through Building Better Opportunities which brings together funding from the Big Lottery Fund and the European Social Fund (ESF) to support and sustain quality employment without barriers to participation, encouraging social inclusion, combating poverty and discrimination, developing the potential and existing workforce by investing in education, training and vocational skills.

**This post is full time, fixed term up to 31<sup>st</sup> December 2019 and attracts a salary in the range of £21-25k depending on experience. Closing Date:** Monday 26<sup>th</sup> February at 23:45. Interviews are likely to be held on the 1st and 2nd of March.

Please view the job specification for further detail. Application packs may be downloaded from our website [www.southmead.org](http://www.southmead.org) or ring Sam Garbett on 0117 9503335 or email [samgarbett@southmead.org](mailto:samgarbett@southmead.org)

