

Post Title: West of England Works – North team Administrator & Project Coordinator			
	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications	<ul style="list-style-type: none"> • Excellent IT skills including Microsoft Office • Familiar with data entry to and data retrieval from a database • 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 preferable • Marketing and Communication experience • Social media 	<ul style="list-style-type: none"> • Experience of working with Big Lottery Fund or European Social Fund projects • Experience of project reporting 	Application Form Interview
Specific Skills/ Knowledge	<ul style="list-style-type: none"> • Able to organise • Good time management • Able to address problems plan and and seek pragmatic solutions to them • Able to give and receive feedback constructively • Excellent literacy skills including drafting style, attention to detail, and accurate use of the English language • Excellent numeracy skills, being accurate and able to process data and information without errors • Able to produce publicity and promotional materials • Recording financial information • Excellent communication skills using a wide range of media 	<ul style="list-style-type: none"> • Experience and knowledge of complex databases 	Interview
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. 		Interview

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	ESSENTIAL	DESIRABLE	EVIDENCE
	<ul style="list-style-type: none"> • 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 		
Other		<ul style="list-style-type: none"> • Knowledge of Southmead and the issues facing local residents 	Application Interview

SOUTHMEAD DEVELOPMENT TRUST

Job Description

Post:	West of England Works – North Bristol Administrator & Project Coordinator
Job Purpose:	To support all administration functions associated with the project including monitoring, data input, reporting, finance and general project coordination and administrative support.
Responsible to:	West of England Works Team Leader
Salary:	£21-25k
Hours:	37 hrs/week pro rata fixed term to 31 st December 2019

About West of England Works:

West of England Works is part of the Building Better Opportunities programme and involves a range of voluntary and community organisations based in Bristol, North Somerset, South Gloucestershire, and Bath and North East Somerset.

Funding has been awarded to the partnership by the Big Lottery Fund and the European Social Fund, and it is hoped that West of England Works will support at least 1537 young people and adults into gaining employment through a community-based support programme.

Southmead Development Trust is one of the commissioned delivery organisations. We will be working with over 100 participants over a three-year period.

Roles and Responsibilities:

- To 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.
- Be responsible for the project's detailed financial submissions and provide administrative support to the Team Leader.
- To offer administration support to other staff also working on the West of England Works project.
- Project support to the Engagement Workers to ensure they have all the up to date information and paperwork required.
- Provide administration support to the team, Operations Manager and Chief Executive including producing reports, taking minutes and analysing data.
- Typing Action Plans, letters and other documents.
- Sending emails and handling other communications.

- Managing filing and maintaining processes for all project related paperwork.
- Handling post.
- Attending professional meetings and writing up meeting minutes as required.
- 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 Team Leader will provide support with unfamiliar or major tasks.
- Contact is mainly within the organisation but will include communications with external organisations.
- 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.
- Be a communications and marketing expert – using our website, social media, the press, and direct contact with local people.
- Create a range of accessible marketing materials.

General Duties

- To comply with all Southmead Development Trust's policies and procedures.
- To maintain a professional attitude and conduct at all times.
- Have a Flexible approach to working which will include occasional evenings and weekends.
- To promote health & wellbeing
- To undertake other duties as requested by the trust.

This position is funded by the Big Lottery Fund and the European Social Fund



