



## **Project Administrator**

“Learning Communities” is a Lincolnshire based charity. We are currently looking to employ a Project Administrator to Support a team of Employment Co-ordinators delivering an employability project across Lincolnshire.

Applicants will be subject to a DBS check.

**To apply:** complete the attached application form and return via email to [Info@learning-communities.co.uk](mailto:Info@learning-communities.co.uk)

Please note we do not accept CV in place of an application form.

**Closing Date: Monday Thursday 24<sup>th</sup> November 2016**

**Interview Date: Week commencing 5<sup>th</sup> December 2016**

If you would like to discuss the role, contact the management team on 01522 697587.

*Please note: The Job Description is currently in draft form and may be subject to some changes.*



## **JOB DESCRIPTION**

<b>Job Title:</b>	Project Administrator
<b>Accountable to:</b>	Youth & Community Director
<b>Base:</b>	Birchwood with some travel throughout Lincolnshire
<b>Salary / Grade:</b>	circa £20,000 depending on experience
<b>Employing Body:</b>	Learning Communities
<b>Hours of Work:</b>	08:30-16:30 (Monday- Thursday) 08:30- 16:00 Friday (37hours)

### **Job Purpose**

To support the project team to effectively deliver and administer an employability programme throughout Lincolnshire, ensuring contractual quality and compliance are adhered to. Coordinating the delivery team and working closely with management and supply chain.

### **Principal accountabilities/Key result areas**

1. Coordinate the delivery team to ensure compliance in all areas
2. Maintain and complete quality paperwork and participant records ensuring contract compliance guidelines are adhered to
3. Provide administrative support as required
4. Process programme referrals and ensure eligibility criteria is met and evidenced
5. Organise and structure both internal and external meeting meetings.
6. Establish and maintain effective lines of communication with internal and external stakeholders to ensuring a professional level of customer service to all
7. Develop and secure effective relationships with participants, employers and service providers to ensure smooth running of the contract



## Activities

1. Ensuring programme team are adhering to the Contractual quality and compliance criteria
2. Assist the management team with monthly reporting and project tasks
3. Assist the delivery team with diary management and coordination
4. Work with the delivery team to ensure participant eligibility criteria is met and evidenced
5. Liaise with customers and partners to book appointments
6. Ensure all customer files are maintained, organised and uploaded to the relevant systems and adhere to the quality standard by conducting internal auditing
7. Collate and organise relevant documents for external audit purposes
8. When necessary visit customers, partners and employers to obtain relevant information and evidence
9. General administration tasks as required for the project team
10. Undertake continuous personal development
11. Attend relevant internal and external meetings
12. Conduct all duties in accordance with Equal Opportunities, Health & Safety and Quality Management policies

N.B. Please note this list is not exhaustive. This role may require additional travel for which expenses will be paid as per our Employee Expenses policy.

## Personal Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Educated to level 3 or equivalent including GCSE grade C or above in English &amp; Maths</li> <li>• Must hold a full driving licence and have use of a vehicle for work purposes</li> </ul>	<ul style="list-style-type: none"> <li>• IT qualification e.g. ECDL</li> </ul>
Knowledge/ Skills	<ul style="list-style-type: none"> <li>• Computer literacy including Microsoft Office (Word, Excel &amp; Outlook)</li> <li>• Excellent verbal, written, telephone and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of working for a 3<sup>rd</sup> sector organisation</li> <li>• Understanding of community development</li> </ul>



	<ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• Ability to prioritise work</li> <li>• Ability to effectively communicate with others</li> <li>• Ability to closely follow instruction</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Experience of working within an office environment</li> <li>• Experience of administration</li> <li>• Experience of quality assurance responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of co-ordinating a team</li> <li>• Experience of working with sensitive data</li> <li>• Experience of working with service providers in the community and employers</li> <li>• Experience of working in the 3<sup>rd</sup> sector</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Highly organised</li> <li>• Excellent attention to detail</li> <li>• Excellent problem solver</li> <li>• Self-motivated and able to work both independently and as part of a team</li> <li>• Flexible with well-developed interpersonal skills</li> <li>• Ability to cultivate effective relationships at all levels</li> <li>• Reliable and good time management</li> <li>• Sense of humour, diplomatic and an adept negotiator</li> <li>• Ability to make sound decisions in the absence of a manager</li> </ul>	