**JOB DESCRIPTION**

**Job Title**: Administrator (Evolve Project)

**Responsible to**: Employment Advice Officer (Evolve Project)

**Hours:** 12 hours per week

**Shift Pattern:** Over 3 days Monday to Friday between 9am and 5pm

**Salary Scale**: £8.35 per hour

**Job Purpose**: To provide an administration service for the project as required.

**Main Tasks**:

1. Provide general administration support as required ensuring all systems and processes are up to date.
2. Undertake administration duties for all areas, including database work, including the PSIAMS system as required.
3. Assist with meeting the objectives of the project dealing with client’s initial assessment, induction, training and assist with enabling the programme to be delivered.
4. Support with organising appropriate venues for Beacon Bus to visit and assist and attend visits as required.
5. Create supporter mailing lists and distribution literature, including marketing literature.
6. Liaise with Steps to Work to ensure all their requirements, enquiries and concerns are dealt with.
7. Support with the auditing process as required by Steps to Work.
8. Attend partner events and meetings as required.
9. To be flexible to work hours to meet the needs of the project.
10. Provide report and statistics as required.
11. Undertake training as and when required.
12. Understand and comply with the equal opportunities and health and safety policies of the Centre.
13. To undertake any other work that may be reasonably requested for the benefit of the organisation whilst not changing the grade or purpose of the post.

Person Specification

Administrator

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| **Job Purpose and Role** | Provide service for the Evolve project |

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| Factor | Essential | **Desirable** |
| Qualifications and Training | NVQ Level 3 Business Administration or equivalent  Educated to 5 GCSE level C or above, alternatively have proven work experience with transferable skills.  Computer / Typing Qualification |  |
| Knowledge and Experience | Experience of working in a busy office environment, fulfilling a range of duties  Experience of client/account management.  Proven IT Skills and Databases.  Understanding of issues of confidentiality. |  |
| Specific Skills | Excellent Numeracy & Literacy Skills  Excellent Customer Service  Excellent interpersonal, communication and social skills.  Ability to handle situations of potential conflict. |  |
| Personal Qualities | Pleasant and willing approach.  The ability to prioritise workload and meet deadlines.  Good organisational skills to anticipate and plan.  Welcoming, personable demeanour.  Proven ability to work on own initiative.  Adaptable approach to a change in working practices.  Ability to work under pressure.  Flexible approach to working hours. |  |
| Other requirements | Willingness to undertake unscheduled duties  Undergo training for specific work responsibilities. |  |