**Job Title:** BBO Administrator

**Responsible to:** Learning Manager

**Hours** 22 hours

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

**Salary Scale** £9.89/hour

**Status:** Fixed Term until 30/04/2023

**Job Purpose**

The post holder will undertake core activities to support the administration and compliance on the BBO Bridges project.

The post will be solely employed on the project and all duties will be in line with the funding requirements.

This post is solely funded by the European Social Fund and National Lottery Community Fund

**Main Tasks:**

1. To support the Learning Manager and Employment Team to ensure that BBO Bridges project targets and outcomes are successfully achieved.
2. Support the Learning Manager to monitor and track ongoing BBO Bridges project progress.
3. Undertake general administration duties as required ensuring all data, using Steps To Work MIS, is accurate and up to date.
4. Assist with meeting the objectives of the project, by ensuring the participant start up paperwork is accurate and uploaded.
5. To oversee the collection and retention of auditable evidence provided by the team and participants, ensuring compliance with BBO requirements.
6. Source and procure stationery and equipment, completing the relevant paperwork and following the required approval process.
7. Support the Learning Manager in processing staff and participant expenses.
8. To manage staff and participant petty cash expenditure and provide the Learning Manager with an up-to-date petty cash log.
9. Support the Learning Manager to collate evidence for monthly claims, ensuring they are complete and valid with all supporting evidence provided.
10. To support the Learning Manager to respond to information requests, statistical information, and reports.
11. Ensure all paperwork is complete and archived ready for BBO audits in line with BBO document retention policy.
12. Attend meetings, audits and networking events as required by the organisation and Steps to Work.
13. To improve skills and knowledge by participating in personal development as appropriate and attend appropriate workshops and other events as required by the organisation and Steps to Work.
14. To work in accordance with organisational policies and practices including Health and Safety and Equal Opportunities.
15. To undertake any other reasonable duties as requested by the Learning Manager.

**Confirmation of Agreement**

**I have read, understood and agree, to the above terms and conditions of my job description.**

**Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

Person Specification

**Job Title Employment Officer**

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| Factor | Essential | **Desirable** | **How Identified** |
| Qualifications | Educated to Level 3 or above. | Auditing or accounting qualification | Application Form  Certificates at Interview |
| Training | Microsoft Office software inc. Word and Excel  Safeguarding  Equal Opps | Use of Management Information Systems | Application Form  Certificates at Interview  Interview |
| Experience | Project administration  Experience in maintaining accurate and comprehensive records  Numeracy skills  Effective organisational and time management skills  Effective communication skills including ability to build relationships  Ability to monitor progress, work to targets and work with data.  Demonstrate a methodical and accurate approach to work  Ability to work both face to face and remotely (via Microsoft teams and zoom etc) | Dealing with petty cash and expenses  Procurement  Previous track record of monitoring, auditing and reporting project activity | Application Form  Interview  References |
| Special Knowledge and Skills | Excellent IT and administration skills.  Excellent organisation skills.  The ability to work on own initiative | Knowledge of training programmes and their funding.  Knowledge of BBO Projects  Auditing/accounting skills | Application Form  Interview  References |
| Personal Qualities/ Attributes | Self-motivated  Accurate  Good organisation and time management |  | Application Form  Interview  References |
| Commitment | Ability to work flexibly to provide a service to the client base.  Commitment to work effectively in teams.  Adhere to all Health & Safety, Safeguarding & Confidentiality Issues.  Driving licence & access to vehicle. | A vibrant, outgoing personality with drive to develop the service. | Application Form  Interview  References |