



## Role Description

Job Title:	Project Administrator (Community Assistance Project)
Location:	Hybrid - home based with occasional travel to office (TBC)
Contractual Status of Role:	Full time, 35 hours per week Fixed term until March 2025
Job Title of Line Manager:	Service Manager
Job Purpose:	To provide administrative support to the Community Assistance Project in line with the requirements of the Assist and Connect community service and Listen and Connect telephone support service.
Main Responsibilities:	<p>Administrative Responsibilities</p> <ol style="list-style-type: none"> <li>1. Provide administrative support to the Community Assistance Project.</li> <li>2. Support internal and external meetings, including diary management, circulating agendas and papers and drafting minutes.</li> <li>3. Assist with any external events. This includes compiling invitation lists, booking venue space and travel, monitoring spend, distributing event materials, and providing support with any equipment.</li> <li>4. Undertake various finance activities as required, such as raising purchase orders and invoices.</li> <li>5. Supporting recruitment processes, including placing adverts and promoting through social media.</li> <li>6. Ensuring data capture processes are followed and reports generated to provide KPI data to funders and stakeholders.</li> <li>7. Ensuring appropriate evaluation tools are in place and that information reports are created and provided as required.</li> </ol>
<b>Person Specification</b>	<b>All the listed criteria are essential unless stated otherwise.</b>
Experience	<p>The ability to demonstrate experience of:</p> <ul style="list-style-type: none"> <li>• Working in an administrative role</li> </ul>

	<ul style="list-style-type: none"> <li>• Supporting meetings, preparing papers and agendas, taking minutes.</li> <li>• Record keeping, using spreadsheets and databases</li> <li>• Working with others to deliver successful projects and services.</li> <li>• Running and evaluating meetings and events.</li> <li>• Previous experience in a similar role</li> </ul>
Knowledge	<p>The ability to demonstrate knowledge of:</p> <ul style="list-style-type: none"> <li>• Working knowledge of Microsoft Office applications.</li> <li>• General office procedures and a range of administrative operations.</li> <li>• Data protection (GDPR) compliance</li> </ul>
Skills/Ability	<ul style="list-style-type: none"> <li>• Excellent verbal, aural and written communication skills.</li> <li>• Strong organisational skills and excellent attention to detail</li> <li>• Excellent administration and IT skills.</li> <li>• An ability to handle confidential and sensitive data professionally and appropriately.</li> <li>• An attention to detail and an ability to work to required standards and procedures without supervision.</li> <li>• Able to produce reports and other documents to a professional standard</li> <li>• Make cost effective use of limited resources.</li> <li>• Adapt to changing circumstances, multi task and make decisions based on new priorities and demands.</li> <li>• Prioritise work and deal with competing or conflicting demands/needs and interests.</li> <li>• Ability to speak Welsh (Desirable).</li> </ul>
Qualifications	N/A
Additional Circumstances	<p>This post requires an Enhanced Disclosure and Barring Service check.</p> <p>The role holder will be required to provide a car for business use and some occasional travel across Wales may be required. There may be occasional requirements to work evenings and weekends - these will be planned in advance.</p>
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role. Therefore, this role description does not describe any individual role holder.</li> </ul>	

- In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.

<b>Role Description Agreement</b>		
Signature of Job Holder	Print Name	Date

**July 2023**