



JOB DESCRIPTION & PERSON SPECIFICATION

Role:	Administrative Assistant
Name of Project:	Families Together
Type of Position:	Fixed Term contract to 30 th June 2018
Hours:	15 hours per week
Salary:	£18,000 per annum (pro rata)
Responsible to:	Project Director
Closing date for applications:	Friday 20 th April 2018 (12pm)

Who We Are:

The Centre for Business and Social Action Limited (CBSA) is a not for profit organisation which works to support and strengthen communities. It does this by:

- helping small businesses to start up, grow and create prosperity
- assisting people to remove obstacles to work
- working with families to overcome disadvantages, and
- partnering with responsible businesses to deliver added benefit to their local areas

Project Profile:

Families Together aims to provide families experiencing hardship due to in-work poverty or being trapped in a low pay/no pay cycle with the resilience, skills and resources necessary for them to become more self-sufficient in overcoming the disadvantages they face.

This will be achieved through a package of interventions aimed at addressing the specific consequences of low pay: low disposable income, poor diet, ill-health, and debt, all of which put strains on family relations, as well as their circumstances. Support will be clustered around three pillars of activity: resilience and wellbeing, self-sufficiency and skill development. The project aims to work with 90 family units over a three year period.

The Project Team

The project team consists of two Project Officers, part time administrative support and sessional trainers.

Location

The work will be office based at The Stebonheath Centre, Llanelli.

Purpose of the Role

The Administrative Assistant will be responsible for providing day to day administrative support to the project, as well as collecting, processing and producing monitoring reports on a range of data relating to participants and project activities. Additionally they will have responsibility for marketing and promotion within the project.

It is anticipated that the successful applicant will have highly developed administrative skills, as well as experience of working in a project supporting families. They will have excellent time-management and ICT skills. He/she will also have experience of undertaking on-going monitoring of project activities and producing reports against performance indicators.

Job Description

The main duties and responsibilities of the post will be to:

Main Duties

- Provide administrative support to project staff including training course administration
- To provide a first point of contact for enquires relating to the project
- To collect, quality assure and record participant and project activity data using Excel spreadsheets/ Database
- To undertake marketing activities on behalf of the project
- To monitor project activities against key performance data and to produce monthly reports for the projects management team
- To attend meetings and produce minutes as required
- To undertake additional tasks commensurate with the post as required.

Administration

- Ensure the funding requirements are met and that the impact of the work is recorded and monitored
- Ensure that the monitoring and evaluation process is adhered to and regularly reported on, as agreed
- Ensure that all information is accurately and timely recorded and maintained on the project's management information system and ensure that all participant files and project records are regularly up-dated.

General Provisions

- To work within CBSA's company values, ethos and vision
- To undergo regular supervision and annual appraisal
- Share best practice and achievements and contribute at opportunities to present outcomes and case studies
- Contribute to the learning of others across the organisation by sharing knowledge and skills both informally and formally by participant in CBSA's training and development plan
- Work in accordance with all Policies and Procedures of CBSA
- Work in accordance with all relevant legislation
- Identify learning and development needs with the line manager and evaluate training and development to demonstrate needs have been met
- Undertake such other duties and responsibilities commensurate with the post or as a mutually agreed development opportunity.

Additional Notes

- Protecting children, young people and vulnerable adults is a core responsibility of all staff. Staff are expected to alert their line manager to any concerns regarding inappropriate treatment of a child, young person or vulnerable adult
- All posts are subject to satisfactory references and a six month probationary period
- All posts that work with children or vulnerable adults are subject to a DBS check
- A driving licence and access to a vehicle for the purpose of work is an essential requirement of the post
- The job description is as currently applies and will be reviewed regularly.

To Apply:

Visit our website – www.cbsa.org.uk to download application documentation.

Applications should be returned by either post or email, addressed to:

Bryony Wiffen, CBSA (Wales) Ltd., The Stebonheath Centre, Stebonheath Terrace, Llanelli, Carmarthenshire. SA15 1NE.

By e-mail: bwiffen@cbsa.org.uk

For an informal discussion contact: Bryony Wiffen 01554 779910

Person Specification

The following requirements will be assessed from a combination of information provided from an application form, the interview process and references.

E= Essential, D = Desirable requirement

Attributes	Requirements	Method of Evaluation
Qualifications, Education and Training	Relevant Level 3 qualifications and/ or at least 3 years of administrative experience (E). GCSE, or equivalent, Maths and English C or above (E). Relevant Level 4 qualification (D). Evidence of continuous professional development (D).	Production of original qualification certificates/application form
Experience and Job Knowledge	At least 2 years administrative experience, with project monitoring & reporting responsibilities (E) Microsoft Office Professional Skills including Word and Excel (E) Knowledge of grant funded projects (E) Microsoft Office Professional skills including Publisher, Access and PowerPoint (D) Web Literate (D) Experience of undertaking Marketing activities (D)	Interview, application form, reference and selection process Assessment at Interview
Skills and Personal Qualities	Good verbal and written communication skills (E) Ability to prioritise work and meet strict deadlines (E) Organisational Skills (E) Ability to work constructively as part of a team (E) Ability to use own initiative and organise own workload in consultation with the line manager (E) Flexibility and Adaptability (E) Good problem solving skills (E)	Interview, application form, reference and selection process