



JOB DESCRIPTION

Job Title : Project Administrator BBO Project

Accountable to : Chief Executive Officer (CEO)

Salary:

Reports to : Chief Executive Officer (CEO)

Hours : 10 hours per week

Term: Temporary until 16/10/2019

Location: Derby Office

Job Summary

To provide a comprehensive and flexible administration support, to the BBO Project supporting the delivery team to meet all their monitoring and audit requirements. The post holder will solely deliver on Opportunity and Change project.

Signed **dated.....**

Key tasks and Responsibilities Project Administrator BBO Project

- Assist with taking referrals into the service
- Keep an accurate paper trail of all project activities and expenditure
- Taking telephone calls and forwarding general enquiries
- Contacting clients to arrange appointments
- Regularly updating the client database
- Provide general administration support to project workers including file set up, photocopying, letter writing and client contact.
- Contribute to the development of operational administration systems
- Minute project review meetings as needed
- Assist in the production of monthly monitoring and evaluation reports against set targets and project outcomes.
- Adhere to policies and procedures and promote Health and Safety in the Workplace
- Message taking and dealing sensitively with telephone enquiries
- To work within the agreed confidentiality policies and other policies of the Project.
- Assist project staff in organising events and workshops
- Book training and travel for project staff.

PERSON SPECIFICATION

Job Title: Project Administrator BBO Project

Base: 30 Charnwood St Derby

Hours: 10 hours per week

1. Attainments/Qualification	
<p>Essential NVQ L 4 in Business Administration Health and Safety Qualification</p>	<p>Desirable NVQ Level 4 or Administration/ Business management First Aid Qualification</p>
2. Skills	
<p>-Ability to build rapport with other team members, staff and clients -Effective communicator in written, verbal and interpersonal skills -minute taking -Good IT Proficiency -Good interpersonal and all-round communication skills - Evaluation and sound judgment skills Excellent organisational skills</p>	<p>Desirable</p>
3. Knowledge/Experience	
<p>Essential Experience in a similar role</p>	<p>Desirable</p>
4. Disposition	
<p>Essential Self-motivated & Confident Approachable Team player Tolerant Open and friendly Ability to work under pressure Ability to prioritise</p>	<p>Desirable</p>
5. Circumstances/special Demands of Post	
<p>Essential Demonstrate the ability to effectively work with people regardless of their ethnic, cultural, social backgrounds, their age, religious belief, disability and sexual orientation. The ability to work with little supervision</p>	<p>Desirable</p>