

# VAL Jobs

## Project Administrator – Youth Employability Support (YES) Project

### Job description

<b>Job purpose:</b>	Providing the YES Project with secretarial and administrative support; maintaining information resources; enabling people to access the Youth Employability Support (YES) LeicesterShire Project services, assisting in the day to day running of the project and to support the development of the Project/VAL.
<b>Responsible to:</b>	Learning & Knowledge Management Team Manager

#### 1. Main aims of the role

- Providing the project with secretarial and administrative support.
- Assisting in the day to day running of the Project
- Enabling people to gain information about and access Project/VAL services.
- Supporting the maintenance of the Project/VAL resources.
- Supporting Project/VAL's financial analysis/management and reporting by ensuring processes are correctly followed.

#### 2. Main activities of the role to deliver the aims

- Plan, deliver, manage and develop Project administration service(s) to ensure delivery of project outcomes
- Team co-ordination including diary management.
- Maintenance of Project records, files, systems and databases.
- Processing of orders, invoices, expenses, maintaining all records.
- Creation and distribution of internal/external communications and Project updates on behalf of the Project.
- Servicing Board and other Project Meetings including organisation, agenda/ minutes, follow up of actions as required.
- Liaise with and develop positive working relationships with all stakeholders
- Organising training/ seminars workshops.
- Maintaining Project Information Resources.
- Ad hoc accounting and administrative duties within the office as required.
- Take part in duty rotas to support Project/VAL services and provide cover for staff as directed.

### 3. Supporting the development of VAL and its people

- Be an effective ambassador and representative for the Project and organisation including all VAL's BBO projects.
- Participate positively in the development of plans, projects, performance management, team and organisational development.
- Maintain data, statistics and information on the delivery of the programme in line with existing reporting processes and as required for the role.
- Build and maintain effective relationships with internal and external colleagues, including working collaboratively across the team and the organisation.
- Be accountable to the organisation and colleagues for your actions, actively supporting the values of the organisation.
- Support team members to deliver the YES targets and outcomes.
- Ensure the health and safety of staff, volunteers, participants and service users of the wider organisation.
- Encourage and promote equality and diversity both internally and externally
- Undertake any other reasonable duties in line with the aims of the post.

### Person Specification

The person specification sets out the essential qualities that we are seeking for his post. Please ensure that your application demonstrates how you meet the criteria. You may include paid and voluntary work or other relevant life experience.

<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Established administration, office support and co-ordination skills.</li> <li>▪ Experience in project monitoring and reporting reports.</li> </ul>
<b>Customer services, information and advice</b>	<ul style="list-style-type: none"> <li>▪ Experience of providing a reception service and liaising with a variety of people organisations at all levels.</li> </ul>
<b>Managing, supporting and working alongside people</b>	<ul style="list-style-type: none"> <li>▪ The ability to work alongside and support volunteers and other VAL staff.</li> </ul>
<b>Performance management</b>	<ul style="list-style-type: none"> <li>▪ Ability to process financial transactions accurately and within the required time scales.</li> </ul>
<b>Equality and diversity</b>	<ul style="list-style-type: none"> <li>▪ Encouraging and promoting equality and diversity in the delivery of services and experience of working effectively with people from a range of backgrounds.</li> </ul>

<b>Organisational skills</b>	<ul style="list-style-type: none"> <li>▪ Being well organised, prioritising demands, making decisions and working to deadlines.</li> </ul>
<b>Approach to work</b>	<ul style="list-style-type: none"> <li>▪ Having a customer service focus, and a positive “can do” approach to advice and support provision, dealing with difficult situations and changing environments calmly and effectively.</li> </ul>
<b>Presentation skills and oral communication</b>	<ul style="list-style-type: none"> <li>▪ Excellent communication skills face to face and over the telephone.</li> </ul>
<b>Written communication and developing information resources</b>	<ul style="list-style-type: none"> <li>▪ Experience of asking and answering queries of a financial nature to VAL staff and external organisations.</li> <li>▪ Ability to interrogate financial systems to extract data required for reporting and management papers.</li> </ul>
<b>ICT skills</b>	<ul style="list-style-type: none"> <li>▪ Proficient in ICT packages including word processing, email and internet, spreadsheets and databases.</li> </ul>
<b>Continuing professional development</b>	<ul style="list-style-type: none"> <li>▪ There are no specific qualifications for this role, but evidence of continual development of knowledge of skills is required.</li> </ul>
<b>Hours of working</b>	<ul style="list-style-type: none"> <li>▪ Contractual plus, able to work some evenings and occasionally at weekends.</li> </ul>
<b>Travel</b>	<ul style="list-style-type: none"> <li>▪ Ability to travel occasionally within the city, county and nationally.</li> </ul>

**This does not form part of your contract of employment – August 2020**