

VAL Jobs

Archive Assistant

Getting Ready for Employment and Training (GREAT) and Youth Employability Support (YES) Projects

Job Description

Job Purpose:	To support the GREAT and YES administration team in their objectives of providing high standards for the storage of records, file management and archive processes in line with regulatory, compliance and best practice requirements.
Responsible to:	YES Project Team Manager

1. Main aims of the role

- Working closely with the team develop, set up and maintain archiving systems to support the project aims.
- Liaise with senior management regarding set retention dates policy and prepare a listing of those files for archive, access and retrieval.
- Copy, scan and store project documentation to ensure all documents, evidence and paperwork are in correct folders.
- Update Charity Log (CRM System) process to get file checked by the Data & Impact Analyst ready for archiving.

2. Main activities and responsibilities of the role to deliver the aims

- Create and populate bespoke pro-formas with the participant's credentials and separate into individual pdf for each section of the participants file.
- Using Microsoft Office software to merge documents that need to be put together e.g. electronic cover and hard copy records.
- Once all folders are complete & tidy and in pdf format, bring all contents together into one PdfSam scan in the correct file order.
- Maintenance of Project records, files, systems and databases.
- 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 VAL and the service.
- Participate positively in the development of plans, projects, performance management and VAL organisational development.
- Maintain data, statistics and information on the project's work and to produce regular monitoring and promotion reports.
- Actively participate in learning opportunities, including mentoring and peer learning to share and gain skills across VAL and keep up to date with relevant changes in policy and practice.
- Build and maintain effective relationships with colleagues including working collaboratively across VAL.
- Be accountable to VAL and colleagues for your actions, actively supporting VAL's values
- Ensure the health and safety of VAL staff, volunteers and service users.
- Encourage and promote equality and diversity inside and outside of VAL.
- Carry out evening and weekend work as required.
- Undertake any other reasonable duties in line with the aims of the post

The above is intended to describe the general nature and responsibilities of the role and is not intended to be an exhaustive list of all duties or responsibilities of employees in this role

Person Specification

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

Experience:	<ul style="list-style-type: none"> ▪ Established administration, organisation and co-ordination. experience including maintenance of records and archiving experience. ▪ Experience in project data/information storage and management, including production of monitoring reports. ▪ A strong working understanding of Excel, organising and managing CRM systems. ▪ Excellent Time management skills, working to tight standards and timescales.
Data Organisation and Administration Skills	<ul style="list-style-type: none"> ▪ Demonstrate outstanding organisational skills. ▪ Filing and categorising various documents. ▪ Maintain databases. ▪ Creating filing systems. ▪ Update spreadsheets and other data entry tasks. ▪ Storing sensitive information correctly.
General	<ul style="list-style-type: none"> ▪ Conscientious ensuring that work is completed to a high standard and within specified timescales. ▪ Attention to detail is essential. ▪ Self – manage a complex, broad and busy workload. ▪ Follow clearly defined processes. ▪ Successfully operate in a fast paced environment. ▪ Work as part of a team and with minimal supervision.

Equality and Diversity:	<ul style="list-style-type: none"> Encourage and promote equality and diversity in the delivery of services Experience of working effectively with people from a range of backgrounds Demonstrate experience of working within different geographical communities of Leicester and Leicestershire
Building Relationships:	<ul style="list-style-type: none"> Able to quickly establish, trusted relationships with participants that have clearly defined expectations for both parties. Build and maintain effective relationships with colleagues in all sectors.
Organisational Skills:	<ul style="list-style-type: none"> Ability to maintain a highly proactive approach to successfully planning and managing a varied and complex work. Prioritise demands in a timely way. Work to strict deadline.
Presentation Skills and Verbal Communication:	<ul style="list-style-type: none"> Excellent verbal communication skills with a diverse range of people in a variety of situations.
Written Communication Skills:	<ul style="list-style-type: none"> The ability to accurately produce succinct reports and information resources.
ICT Skills:	<ul style="list-style-type: none"> Highly proficient in ICT packages, word processing, email, internet use, spreadsheets, databases.
Qualifications:	<ul style="list-style-type: none"> GCSE English and Maths or equivalent.
Hours of Working	<ul style="list-style-type: none"> Able to work weekdays, typically 9 am – 5 pm. Occasional weekend work may be required, with advance notice.
Travel:	<ul style="list-style-type: none"> Ability to travel and work occasionally within the projects office (Leicester City Centre).

This does not form part of your contract of employment – August 2022