

## Job Description

**Job Title:** Administrator (Fixed term until 30 June 2020)

**Department:** Work Live Leicestershire

## Primary Objective

To support a wide variety of functions to the Work Live Leicestershire core team to enable an effective service to partners within the programme and to ensure compliance with funding requirements.

## Main Duties:

### Administration

- Collate and review financial information from partner organisations, following very detailed processes to ensure accuracy of this information.
- Assist with the submission of reports to the programme funding body as part of the overall compliance process.
- Schedule, prepare for and support meetings, including partner and board meetings.
- Prepare and distribute agendas, record minutes and notes of meetings.
- Administer service level agreements and contracts, ensuring that they are up to date, copies are available and securely store master copies.
- Schedule diaries and arrange meetings for members of the core team.
- Supply information to Work Live Leicestershire partners on a regular basis.
- Maintain and update information on Work Live Leicestershire and other relevant Adult Social Care and voluntary sector services.
- To maintain and monitor an accurate and confidential database.
- Book conferences, train tickets & organise travel arrangements.
- Organise hospitality for meetings and visitors.
- Collate and manage statistics.

- To ensure that telephone and written enquiries are dealt with promptly.

### **Liaising**

- Answer calls and respond to queries on behalf of the Work Live Leicestershire service.
- Co-ordinate, book and arrange training events.
- Liaise with core team and partners in relation to training dates and attendance.

### **Resources:**

**a) People** interaction with people who use Work Live Leicestershire, (volunteers and supporters and participants) in order to support the activities of the core programme team. This may involve talking to people about sensitive issues

**b) Financial** limited

**c) Non-financial** limited

**d) Special Factors** None

### **Additional responsibilities**

- To ensure activities comply with the requirements of the National Lottery Community Fund and European Social Fund
- To ensure activities comply with current law
- To operate within the law at all times, with particular reference to health and safety; safeguarding; equality and data protection legislation
- To work flexibly, including additional hours from time to time to meet the needs of the job, and some unsocial hours working

**Prepared by: RC**

**Date: 01/07/19**



This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

### Person Specification

Criteria	Essential	Desirable	How Identified
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>Minimum GCSE Grade 3 in English and Maths</li> </ul>		Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>Working in a team environment.</li> <li>Using IT and MS office software.</li> <li>Data compliance and reporting.</li> <li>Extensive experience in an administrative/clerical post</li> <li>Collating and reviewing financial information.</li> <li>Dealing with customers, responding to queries and providing information.</li> </ul>	<ul style="list-style-type: none"> <li>Working on a community project</li> <li>Partnership working</li> </ul>	Application form Interview
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Highly numerate with attention to detail</li> <li>Excellent knowledge of Excel</li> <li>Good communication Skills</li> <li>Team Player</li> </ul>		Interview
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Supportive</li> <li>Motivated</li> <li>Persuasive</li> </ul>		Interview