



This post is part funded by the European Social Fund

Developing Health & Independence

JOB DESCRIPTION	
	Project Administrator
NJC Scale Point:	NJC Pt 20-22 (£25,295 - £26,317), depending on experience
Hours:	22.5 hours per week (0.6 FTE) May include some evening and weekend work dependent on service requirements.
Annual Leave:	26 days plus statutory and bank holidays (1 additional day after each year of service, up to a maximum of 31 days).
Location:	Post holder will be based in Bath however significant travel across Bristol, BANES and South Glos will be required for this post. Post holder must be a car driver with access to a car and willingness to use it for business travel
Pension:	Contributory pension scheme (employer's contribution 7% to a minimum 3% contribution from employee).
Accountable to:	Employment and Skills Team Leader
Accountable for:	None

Principle Purpose of the Job

The post holder be responsible for the timely and accurate production of DHI's contractual reporting requirements for the Building Better Opportunities (BBO) project in line with the European Social Fund (ESF) framework. They will work closely in collaboration with the team to ensure information recorded meets the requirements of reporting.

Key Duties and Responsibilities

1. To be responsible for the day to day maintenance of financial systems in relation to the WoEW employment and skills project including administration and processing of documentation
2. To ensure full and accurate financial reporting is prepared on time and in the correct format on a monthly basis working closely with the Financial Controller, Employment and Skills Workers and the Team Leader
3. To support the administration and recording of all client paperwork across DHI ensuring that all collection is completed in line with ESF and WoEW Partner guidelines
4. To act as a key contact with WoEW ensuring that all relevant information is shared with them appropriately and that reporting or WoEW Annex changes are promptly communicated with the team
5. To provide administrative support to the Team Leader to ensure the timely and accurate provision of monitoring and reporting are in line with Community Fund, European Social Fund, commissioner and contractual requirements
6. To co-ordinate and attend meetings (internal and partner) as and when required, to provide minute taking and action log follow up
7. To co-ordinate and facilitate internal and external audits in line with the Community Fund and European Social Fund requirements.
8. To support the administration of client feed-back systems for monitoring and evaluation of service user experience

Organisational Responsibilities

1. At all times adhere to DHI policies and procedures, with specific reference to:
 - Confidentiality: ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.
 - Data Protection Act and Information Governance: to comply with the requirements of the Data Protection Act and General Data Protection Regulations (GDPR) all policies and procedures relating to Information Governance and security of data.
 - Equal Opportunities and Diversity: to ensure that all service users, their partners, colleagues both within DHI and other partner organisations are treated as individuals by following DHI's Equality and Diversity Policy.
 - Health and Safety: to ensure you comply at all times with the requirements of the Health and Safety regulations and DHI's Health and Safety Policy and Procedures. You are responsible for taking reasonable care with regard to yourself as well as any colleague, client or visitor who might be affected by an act or failure to act by yourself.

- Quality Assurance: to ensure all activities are managed in a way that supports DHI's Quality Assurance systems.
 - Safeguarding: DHI is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.
 - Lone Working: to work in accordance with the DHI Lone Working policy and procedures.
2. At all times adhere to contract and programme requirements, relevant legislation and good practice guidelines.
 3. Participate in the organisational planning processes and contribute to the establishment of DHI's business plan.
 4. To contribute to the performance of the host team/service, attending and participating in regular meetings, appropriate training courses and in skills sharing sessions.
 5. To participate in regular supervision and support.

This job description contains only the main accountabilities relating to the post and does not describe in detail all the duties required to carry them out. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder.

Developing Health & Independence

Administrator (Finance/Client)

PERSON SPECIFICATION

Essential Skills

1. Demonstrates optimism and positive energy towards their work and team members.
2. Good literacy and numeric skills, with the ability to analytically review and process data from a variety of sources.
3. Excellent IT skills including Excel and databases with the ability to quickly learn new and bespoke applications
4. Excellent organisational skills with the ability to organise and manage time effectively
5. Excellent attention to detail and the ability to maintain a high level of accuracy and quality of work
6. Self-motivated, with the ability to manage own workload and varied priorities through to conclusion
7. Open to new ways of working with a desire to develop and learn
8. Able to work confidentially and appropriately with sensitive company information
9. Experience of monitoring frameworks and overseeing targets and deadlines