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**This project is funded by European Social Fund and The National Lottery Community Fund**

**BBO Evolve Project Administrator**

Landau Ltd. is a supported employment and work-related training organisation that aims to provide local people (including those with learning disabilities, long-term health issues, the long-term unemployed and disadvantaged young people) with the skills and support they need to find sustainable employment and purposeful futures.

Landau are seeking to appoint a Project Administrator to support the development, delivery, evaluation and monitoring of the BBO Evolve -Employment service. The post holder will be part of the delivery team to provide administrative support to the employment manager, employment specialists and is fully integrated with the StepsToWork leads on the BBO Evolve project

We are looking for a skilled individual who will work in partnership with colleagues to deliver outstanding customer service

**These is a Fixed Term post until December 2020** and is full time, Monday-Thursday 9:00-17:00 and Fridays 09:00-16:00

Relevant experience in a similar role is essential and some knowledge of supported employment/Welfare to Work/mental health would be useful.

Travel may be required so a full driving licence and access to a car is essential. The post may require an enhanced DBS disclosure (at Landau cost)

Key responsibilities will include:

* Support on the delivery of the understanding and adhering to the terms of the contract requirements, delivering and exceeding expectations, anticipating and pro-actively suggesting change and improvement
* To establish effective working relationships with the Employment Specialists and to support the delivery of a high-quality service in line with good IPS Fidelity
* To provide administrative support to the employment specialists and services manager
* To assist in the preparation of service reviews, reports, Fidelity audits, as required by StepsToWork and Landau
* Establish and maintain hard copy and electronic files as required for the project

**Person specification**

**Please note - Due to the urgency of this post required, we are only considering applications for interview who meet all the Essential Criteria**

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| **Job title: Employment Specialist** (**E = Essential D = Desirable**) SKILLS AND CORE COMPETENCIES  |
| **Technical competency (qualifications and training)**  Suitable general qualifications - E  Maths and English at level 2 minimum – E  Good IT skills and ability to use Microsoft Office suite – E  Some knowledge of databases - D  |
| **Experience**  Experience of administration - E  Experience working with people, providing good customer service - D  Experiencing of meeting deadlines and prioritising own work – D  Experience of working with regulations, guidance and within a set of rules - D  Working flexibly to meet demand- D  |
| **Skills and Attributes**  Ability to work accurately with close attention to detail – E  Well organised and efficient – E  Ability to undertake essential administrative or reporting tasks – E  |

**Interested applicants must download an application form by visiting our website** [**www.landau.co.uk**](http://www.landau.co.uk)

* Salary £17,893.20 pa
* Closing date: 2 weeks following being Live on Indeed, Landau’s Websiten and Facebook Post
* Interview date: TBC – interviews will be via Zoom due to COVID-19
* The posts will commence on the successful candidates earliest available date
* The posts will be based at our office in Cannock however, in light of COVID-19 until further notice, all work will be completed at home

Landau is a Disability Confident Employer and is committed to equality and diversity.