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**Job Description**

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

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| **Job title:** |  BBO Evolve Project Administrator |
| **Contract Type:** | This is a Fixed Term post until December 2020  |
| **Salary:** | £17,893.20  |
| **Location:** | Cannock base but shall be working from home at present due to COVID-19 |
| **Responsible to:** | Employment Services Manager |
| **Responsible for:** | Processing participant’s applications on the Building Better Opportunities programme to move into employment by improving their skills and capabilities to enter and sustain work.  |

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| **Job purpose**To input data in relation to client details/records as part of the delivery of the Building Better Opportunities Programme outputs and outcomes. As part of the Landau delivery team the post holder will support the Employment Specialists and Team Leader with any necessary administrative duties linked to referral data and outcome evidence.This post is part of the Building Better Opportunities programme in Staffordshire lead by Steps to Work and is funded by the European Social Fund and the National Lottery Community Fund as part of the 2014-2022 European Structural and Investment Funds Growth Programme in England. |

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| **MAIN DUTIES** |
|  | To provide administrative support to the employment specialists, services manager, and attend NHS meetings |
|  | To feedback to managers/supervisors on participant progress and any risk to the participant sustaining engagement |
|  | To ensure all appropriate paperwork is completed timely and accurately so the appropriate claims are not delayed to Big Lottery |
|  | To ensure systems are in place to gather all required information to meet external and internal contract conditions and to ensure the information flow is timely with any appropriate actions being taken |
|  | To assist in the preparation of project reviews, reports, project audits as required by the BBO, ESF, Landau and Steps to Work  |
|  | Establishing and maintaining electronic and hard copy files as required for the project |
|  | To ensure all contract information is accurate, appropriately filed, current and available for those who need to access it complying with GDPR regulations and policies |
|  | Use a variety of software packages such as Microsoft Word, Outlook, Excel, Access etc. to produce correspondence, records, spreadsheets and databases |
|  | 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 |
|  | 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 |
|  | Any other duties required for the BBO Evolve programme |
|  | Organise and prioritise own time and responsibilities effectively |
|  | Act in a professional manner at all times, ensuring that Landau is presented in a positive manner. |

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| **OTHER** |
| **1.** | Work in collaboration with all staff teams across Landau to ensure effective cross-working to meet the objectives of the charity |
| **2.** | To contribute to team and departmental meetings as required |
| **3.** | To promote the charity in a positive and professional manner |
| **4.** | To provide support to organisational staff and the Charity Manager as required |
| **5.** | Work in collaboration with all staff teams across Landau to ensure effective cross-working to meet the objectives of the charity |

Post holder may be required from time to time to undertake other duties, not specifically mentioned in this job description, but within levels of their salary scale. On occasion there may be travel and work in unsocial hours

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| **Prepared By:** | Joanne Barber |
| **Date:** | June 2020 |

The Company reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Company’s business.

**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  |