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**Shortlisting Exercise**

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

**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. |

**Person specification**

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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 |