



Sefton CVS
Supporting Local Communities



Merseyside Offender
Mentoring



**COMMUNITY
FUND**

JOB DESCRIPTION

Job Title: Project Administrator
Grade: £20,138
Location: Sefton CVS Office
Hours: Full time 35 hours per week
Accountable to: Project Co-ordinator

Job Purpose:

To work alongside the Project Manager, Project Co-Ordinator and Staff Team to provide an effective, timely and efficient monitoring and administration function for the Offender Mentoring Project. The role will consist of producing monthly reports for all statutory partners.

The successful candidate will have a proven track record in the provision of monitoring and administration functions, and will be experienced in the use of Databases, Microsoft and Access applications and also being able to work well in a team and being able to adapt with changes that are made within the project.

We are looking for someone who has excellent planning, organised and has telephone skills and able to liaise with statutory partners, volunteers and service users on a daily basis.

DBS check will be required for this post.

Main Duties and Responsibilities:

- To maintain accurate and concise recording systems to ensure effective project performance management through the maintenance and development of the Mentoring Project case management system MAVERIC. This will include working on the background function of the database, creating reports, queries and outcomes
- In support of the Project Manager and the Project Co-ordinator be responsible for the management and production of information reports on a weekly, monthly quarterly and annual basis to enable the project to report back to stakeholders, funders and Sefton CVS Board

- To maintain an up to date partnership contacts database and maintain contacts with volunteers
- Be responsible for the management of the referral process ensuring up to date accurate information is maintained
- To support the administration function in the recruitment and training of volunteer mentors, maintaining contact with applicants, sending out application packs, organising mentor training and producing training packs and materials, maintaining the volunteer mentor database
- To support the Team with administration duties, inputting key information into the database system and keeping all records up to date with project requirements. This includes maintaining both mentor and mentee records, keeping filing systems accurate and organised, ensuring all information governance processes are followed to maintain a secure and confidential working environment
- Support the Team in recruiting volunteers, organising and undertaking matches in the community, organising training, room bookings, team meetings, stakeholder meetings and steering group meetings. Taking minutes in meetings and producing timely action points, distributing minutes, agendas and invites
- Ensure personal compliance with the Standard Operating Procedures that govern the project, including Data Protection and GDPR.
- To operate within Sefton CVS policies and procedures, particularly relating to mentoring/ volunteering and related activity
- To undertake appropriate training and engage with learning development activity as required.
- To undertake any other reasonable tasks on behalf of Sefton CVS as may be assigned from time to time by the Line Manager.

General

The post-holder will be required to participate in staff development and use all relevant learning opportunities to improve personal skills.

Where the job involves engaging in regulated activity, the successful candidate will be required to undergo a Disclosure and Barring Service DBS enhanced check before appointment is confirmed.

Please note: This post is funded until 30th June 2021

Confidentiality

The post-holder must maintain the confidentiality of all information and records relating to the work of Sefton CVS, in accordance with the organisation's procedures and policies.

Hours of Work

The post-holder must be prepared to work flexible hours, in line with the requirements of the post. This may involve some evening and occasional weekend work, for which time off in lieu will be granted, subject to Sefton CVS's policies and procedures and prior agreement with the line-manager.

The post-holder will be expected to adopt a mature and common sense approach to this arrangement.

Pension

A Group Pension scheme is in operation and Sefton CVS contributes 6% on behalf of all employees who have opted to join the scheme. All employees are also automatically entitled to Income Protection insurance and Life Assurance cover for the duration of their contract.

Annual Leave & Public Holidays

The annual leave entitlement is 26 days leave plus normal Bank & Public Holidays. The organisation reserves the right to close over the Christmas period. Employees are required to reserve the required amount of their holiday entitlement to cover these days.

Travel & Other Expenses

Reasonable expenses incurred in the course of duty will be reimbursed on receipt of a completed Sefton CVS Expenses Claim Form.

Equal Opportunities

Sefton CVS operates an equal opportunities policy and is committed to a programme of action to make this policy effective.

Although every attempt is made to meet the access needs of disabled people, it cannot always be guaranteed that every individual need will be met. For example, it may be necessary for the post-holder to attend meetings in buildings outside the normal project base where unimpaired access to such premises cannot be guaranteed.

Sefton CVS will work with individuals and others, where appropriate, to identify what reasonable adjustments can be made to accommodate access needs.

Navajo Charter Mark (LGBTI)

Sefton CVS is committed to being a Lesbian, Gay, Bisexual, Transgender, Intersex (LGBTI) friendly employer and provider of services.



In recognition of this, we were awarded the Navajo Charter Mark in 2012 for the steps we have undertaken to improve, and ensure the continued improvement of, our employment practices, service design, service delivery and access for LGBTI people within our communities.

Sefton CVS actively welcome people from LGBTI communities to apply for our job vacancies.

Disability Confident Employer

Sefton CVS have been awarded the Disability Confident Employer accreditation (previously Disability Two Ticks) in recognition of our commitment to the recruitment, employment, retention and career development of disabled people.



What we mean by disability: The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Guaranteed Interview: The Disability Confident Employer accreditation includes a guaranteed interview for any disabled applicant who meets the common and specific requirements for a job.

How to apply: If you feel you are eligible for a guaranteed interview under the Disability Confident scheme, please complete and return the form found at the end of the Job Application document.

Additional Information

Unfortunately, owing to the number of applications received, it is not possible to offer individual feedback to candidates who have not been shortlisted.

If you have not been contacted within 2 weeks of the closing date, please assume that you have not been shortlisted on this occasion and please accept our thanks for your interest.



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PERSON SPECIFICATION

The post-holder will need to demonstrate that they have the skills and experience in each of the following areas and will be required to respond to each of the requirements listed below.

Common Requirements for all Sefton CVS posts

Communication Skills

- To effectively communicate with different groups and individuals in various situations.

Interpersonal Skills

- To be able to form good working relationships with people from a wide range of social, cultural and ethnic backgrounds to enable you to achieve your goals and also to promote the reputation of Sefton CVS.

Organisational Skills

- To be able to plan and organise your own workload and manage your time.
- To be able to set up and maintain appropriate systems for the management and accurate recording of your work and the progress of others.

Team Working

- To be able to contribute to the Sefton CVS team and its overall effectiveness.
- To share skills, expertise and ideas with other CVS projects.

Information & Communication Technology

- IT literate; to be able to use Microsoft Office software such as Outlook, Word and Excel effectively.

Equal Opportunities

- To be committed to and understand equality and diversity practice and implementation in the workplace.

Voluntary Sector

- To have an understanding of the ethos, values and operating environment of voluntary, community and faith sector organisations.
- To have experience, either paid or unpaid, of working in the voluntary, community and faith sector.

Specific Requirements to this post

- Practical experience of working with Access databases, including the development of background queries, reports and general maintenance.
- Experience of developing websites and information systems.
- Knowledge of developing management reports and reporting back on KPI's and outcomes using both Access and Excel.
- The successful candidate must be highly organised, be able to prioritise their workload and be able to work on several tasks efficiently and work towards tight deadlines.
- The Project Administrator will be handling sensitive and personal information and must have an excellent understanding of information governance procedures and confidentiality.