**Job Description**

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| **Job title:** | Administration Co-ordinator |
| **Contract:** | Two years and six months fixed-term |
| **Salary:** | £21,000pa FTE |
| **Hours of work:** | 20 hours per week during normal office hours |
| **Reporting to:** | Community Development Manager |

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| **Job purpose** |
| To provide efficient administration support to the YOUth Inspired project, ensuring the team is supported in achieving its targets and outcomes. |
| **Main duties** |
| **Administration**   * Provide all required administration support to the YOUth Inspired project team * Collate data and ensure records are maintained * Support team with production of training and promotional materials * Provide data reports for the Programme Manager * Organise and support the steering group ensuring papers are prepared and minutes are taken * Carry out quality checks against Big Lottery branding guidelines to ensure compliance   **General**   * Be part of the PCVS team and contribute to the development and success of the organisation. * Adhere to PCVS policies and procedures and support the quality standards required of ISO 9001 accreditation. * Any other tasks and duties commensurate with this role and salary level |

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| **Person specification** | | |
|  | **Essential** | **Desirable** |
| **Qualifications** | Minimum 5 GCSE Grades A-C including English and Maths, or equivalent. | NVQ in Business Administration Level 2 or above |
| **Experience** | Working within a customer facing environment.  Experience of working under pressure. |  |
| **Knowledge** | Understanding of office equipment functions such as franking machine, scanner and photocopier.  Understanding of the issues around confidentiality. | Understanding of voluntary sector. Understanding of safeguarding. |
| **Skills** | Ability to operate IT and relevant software including Microsoft Office and CRM database.  Excellent communication skills. Demonstrates a high level of customer service.  Demonstrates problem solving skills. Ability to maintain accurate records and files.  Demonstrates high level of numeracy Ability to work on own initiative.  Ability to work in an equal opportunities environment. | Ability to work with and support volunteers. Able to type documents quickly and accurately. |
| **Attitude** | Friendly, welcoming manner. ‘Can Do’ attitude and a practical approach to problem solving. Team player to achieve the organisation’s goals Non-judgemental.  Values diversity and equal opportunities  Flexible |  |