**Peterborough CVS**

**32-34 Cromwell Road**

**Peterborough**

**PE1 2EA**

**t: 01733 342683**

**w: www.pcvs.co.uk**

May 2019

RE: **Employability: Project Administrator**

Dear Applicant,

Thank you for your interest in our **Employability Project Administrator** vacancy.

Our recruitment pack consists of the following documents:

* Covering Letter
* Vacancy Advertisement
* Job Description & Person Specification
* Application Form
* Equal Opportunities Monitoring Form

The closing date to apply for this vacancy is 5pm on 12h June 2019 please return via email michele.matthews@pcvs.co.uk or marked *‘Private and Confidential’* to:

**Michele Matthews, Employability Programme Manager,** Peterborough CVS**,** 32 - 34 Cromwell Road, Peterborough, PE1 2EA

We would like to thank you for your interest in this position. If you are unsuccessful with your application, we will be unable to provide individual feedback at this stage. Peterborough CVS is an Equal Opportunities employer.

If you wish to have an informal chat about the position or to find out further information before applying, please contact michele.matthews@pcvs.co.uk or on 01733 342683.

Yours Sincerely

Michele Matthews

**Employability Programme Manager**

**Vacancy Advertisement**

**Role:** BBO eMploY-ABILITY Project Administrator

**Salary**: £19,240 per annum based on a 37hr per week FTE(salary will be pro rata based on actual hours worked, see below)

**Hours:** Between 15 - 20 hours per week

Peterborough Council for Voluntary Services are delighted to be one of the partners delivering a programme of support called Building Better Opportunities (BBO) ‘eMploY-ABILITY’.

BBO is a project tackling poverty and promoting social inclusion in Peterborough, Kings Lynn, West Norfolk and Fenland. It is funded by The National Lottery Community Fund and the European Social Fund.

The programme supports a significant number of those furthest from the labour market back into work by offering innovative, personalised support with a tailored package of barrier busting interventions, designed and commissioned with participants.

The project is now in it’s the third year and the Programme Management area is keen to strengthen the team with the introduction of an experienced Project Administrator.

The role will entail supporting the team with a range of administrative duties, in particular, handling of day to day queries, preparing information and data for reporting, data input and the organisation of meetings and events. We welcome applications from experienced administrators, with great organisational and I.T skills, plus a flexible can do attitude.

**For further details about the role, skills, and experience required PLEASE DOWNLOAD AN APPLICATION PACK *(CVs will not be accepted)* from:** [**www.pcvs.co.uk**](http://www.pcvs.co.uk)

**or contact Michele Matthews to request an application pack: 01733 342683 or email: michele.matthews@pcvs.co.uk**

Applications should be submitted by 5pm on 12thJune 2019 (CVs will not be accepted - only applications returned using the application form/s will be accepted)

• Interviews will be held on: Week commencing 17thJune 2019 (date/s to be confirmed)

• Fixed term contract until 31/12/19 (subject to review)

• Role subject to funding

***Peterborough Council for Voluntary Service (PCVS) is a registered charity***

***- Charity Number 299823***

**Peterborough Plus: BBO eMploY-ABILITY Project**

**Overview of programme:**

eMploY-ABILITY is a programme to tackle social exclusion across the Greater Cambridgeshire and Peterborough Local Enterprise Partnership Region.

The funding has been awarded through Building Better Opportunities (BBO), it is a project tackling poverty and promoting social inclusion in Peterborough, Kings Lynn, West Norfolk and Fenland.

It is funded by The National Lottery Community Fund and the European Social Fund.

The programme will support a significant number of those furthest from the labour market back into work by offering innovative, personalised support with a tailored package of barrier busting interventions, designed and commissioned with participants.

|  |
| --- |
| **Job Description & Person Specification** |
| **Job title:**  |  BBO eMploY-ABILITY Project Administrator  |
| **Contract:**  |  Fixed term till 31/12/19 – subject to funding and review.*(It is funded by The National Lottery Community Fund and the European Social Fund.)* |
|  **Salary:**  | £19,240 per annum based on a 37hr per week FTE(salary will be pro rata based on actual hours worked, see below) |
| **Hours of work:**  |  Between 15 - 20 hours per week (worked over a minimum of three days per week) |
| **Reporting to:**  |  eMploY-ABILITY Project Performance Manager |
| **Location:** | Peterborough Council for Voluntary Service (PCVS) - PeterboroughWith travel to meetings as required across but not exclusively, the delivery area of Peterborough, Kings Lynn, West Norfolk and Fenland, as needed. |

|  |
| --- |
| **Main duties** |
| Working solely for the BBO eMploY-ABILITY project as part of the Programme Management team, to provide efficient administration support, ensuring the team is supported in achieving its targets and outcomes.**Administration*** Provide all required administration support to the BBO eMploY-ABILITY project team
* Including but not exclusively; answering phones, monitoring project mailbox, printing/copying/scanning and filing
* Assist team in the input and maintenance of information and data across a range of systems
* Assist Project Performance Manager to collate evidence and build quarterly claims
* Liaise with partners to efficiently gather evidences and documentations required by the project team.
* Provide data to enable reporting by the Project Performance Manager
* Collate data and ensure participant records are maintained
* Support team with production of materials needed for the programme
* Organise and support the related events, such as the BBO Café, and project boards/steering group ensuring papers are prepared and minutes are taken
* Assist Quality and Communications Officer in tasks relating to the alignment of BBO to Peterborough Plus (PP) quality standards and vice versa.

**Other areas of activity*** To share intelligence with partners including, but not limited to, key workers, other BBO contract leads, employers
* To promote the aims and objectives of the eMploY-ABILITY programme to various audiences in particular potential participants and suppliers
* To be an integral part of the wider programme team working across organisational boundaries, ensuring effective day-day communication, co-ordination and information sharing at all times

**General*** Be part of the PCVS team and contribute to the development and success of the organisation.
* To undertake all duties in compliance with the BBO programme and funder standards, inclusive management policies and all other relevant guidelines of good practice and statutory requirements.
* Adhere to PCVS policies and procedures and support the quality standards required for PCVS and Peterborough Plus, inclusive of ISO 9001 accreditation.
* To attend team meetings, training courses and conferences as required
* To comply with the Peterborough CVS & Peterborough Plus Health and Safety Policy and contribute to good health and safety practice.
* To comply with the Peterborough CVS & Peterborough Plus Equality and Diversity Policy Statement, actively seeking opportunities to recognise the value of diversity and ensure equality of opportunity in services delivered
* To comply with all aspects of the Peterborough CVS and Peterborough Plus Code of Conduct and behaviours.
* To actively demonstrate a customer focused approach in all dealings with the public, employees and external agencies
* Use ICT systems proficiently and in accordance with standards set down for the role.
* To carry out any other duties in accordance with the nature and scale of the post as may be required from time to time as agreed between the post holder and Peterborough CVS.

*NOTE: This is a new post, as the needs of the BBO programme and organisation change rapidly, this role will change accordingly; therefore this document should be viewed as guidelines which are subject to change.* |
| **Person Specification** |
|  | **Essential** | **Desirable** |
| **Education, Qualifications, Training** |
| 1. Good standard of education with a minimum 5 GCSE Grades or equivalent.
2. NVQ in Business Administration Level 2 or above
 | **E** | **D** |
| **Experience** |
| Minimum of 2 years’ experience in an administrative role – preferably supporting a multidisciplinary team  | **E** |  |
| Working within a customer facing environment.  | **E** |  |
| Experience of working under pressure |  | **D** |
| Experience of working with confidential data and understanding of the issues around confidentiality | **E** |  |
| Experience of delivering targets and outcomes in line with project requirements | **E** |  |
| Experience of using diagnostic tools |  | **D** |
| Experience working as part of a multi-disciplinary programme team across several partner organisations  |  | **D** |
| **Knowledge** |
| Understanding of the maintenance of records, office procedures and producing reports | **E** |  |
| Knowledge of the problems faced by unemployed and economically people and socially excluded groups |  | **D** |
| Understanding of the principles of Information, Advice and Guidance |  | **D** |
| Knowledge of the intervention services available to clients in the Peterborough area and further afield |  | **D** |
| Knowledge of the Building Better Opportunities programme |  | **D** |
| **Skills and Personal Characteristics** |
| Willing to undertake necessary training | E |  |
| Willingness and ability to work as part of a team across organisational boundaries | **E** |  |
| Ability to operate IT and relevant software including Microsoft Office and CRM database. | **E** |  |
| Ability to work on own initiative. | **E** |  |
| Self-motivated and enthusiastic | **E** |  |
| The ability to communicate effectively orally and in writing with a wide range of people | **E** |  |
| Excellent organisational and planning skills | **E** |  |
| Ability to manage heavy workload/tight deadlines | **E** |  |
| Ability to adapt to new circumstances | **E** |  |
|  Special requirements |  |  |
| * Full driving license and access to a vehicle, insured for business use
* Location: Peterborough - with travel as needed across programme area (Norfolk & Cambridgeshire) and elsewhere as required
* Some out of hours working may be required (evenings/weekends) in order to support the programme
 | **E****E** | **D** |

**Application for employment**

**Peterborough Council for Voluntary Service**

Please complete this document either in typed print or in your own handwriting by printing clearly in black ink.

Please send this completed form to us by post or email to the person identified in the advertisement. All applications must reach us by the date and time specified in the advertisement.

The information you provide will be used fairly and will be seen only by those who need to see it as part of the recruitment process. A criminal record will not necessarily bar you from the advertised position. This will depend on the nature of the position and the circumstances and background of your offences. However, failure to reveal this information could lead to the withdrawal of an offer of employment.

|  |
| --- |
|  |
| Surname  |  |  | Forenames |  |
|  |
| Address |  |  | Home 🕿 |  |
| Mobile 🕿 |  |
|  | Email |  |
|  |
| Please note, to enable us to comply with our obligations under the Immigration, Asylum and Nationality Act 2006, you will be asked to provide written proof of your right to work in the United Kingdom, before any job offer is made to you. You will be given details of the original document or documents which are required at the appropriate time. |
| Do you have a full current driving licence?  | Please answer only if driving is a criteria of the roleYES/NO  |
| Is it free of endorsements?  | YES/NO (If NO, give details): |
|  |
| Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? YES/NO |
|  |
| Have you previously worked for us?  | YES/NO. If yes, when and in what capacity? |
|  |
| Have you a contact or are you related to any person in the employ of or volunteering for PCVS? If so, please give details. |
|  |
|  |
| Position applied for | BBO eMploY-ABILITY Project Administrator  |  | Pay expected  | £ per |
|  |
| If offered this position, will you continue to work in any other capacity?  | YES/NO (If yes, please give details) |
| If your application is for part time employment, please state days/hours preferred. |
| On what date would you be available to commence this employment? |  |
|  |
| **Education and professional development** **Educational and professional qualifications:** Please note you may be asked to provide evidence of qualifications. Please list examinations taken, grades achieved and examining board:

|  |
| --- |
|  |

 |
|  |
| **Professional and personal development**Please give details of non-accredited courses and training you have completed with dates: |

|  |
| --- |
| **Employment history** |
| Present/last employer: |  | Date of employment:From |  | To |  |
| Address: |  |
| Position held: |  |
| Final salary: |  |
| Describe the work undertaken: |
| List key achievements: |
| Reason for leaving: |
| **Please give details of your two previous employers, most recent first.** |
| Employer: |  | Date of employment: From |  | To |  |
| Address: |  |
| Position held: |  |
| Final salary |  |  |
| Describe the work undertaken: |
| List key achievements: |
| Reason for leaving: |
| Employer: |  | Date of employment:From |  | To |  |
| Address: |  |
| Position held: |  |
| Final salary: |  |
| Describe the work undertaken: |
| List key achievements: |
| Reason for leaving: |
|  |
| **Volunteer experience**Please provide details of any volunteering experience you have had, including the organisation or group, dates and the role you undertook: |

|  |
| --- |
| **References** |
| Please give details of two referees (one of whom should be your present/last employer and not relatives). Contact will only be made with your authority. |
| Name |  | Name |  |
| Position |  | Position |  |
| Address |  | Address |  |
| Telephone |  | Telephone |  |
| Email |  | Email |  |

**Skills, knowledge and experience**

|  |
| --- |
| Please provide details of your skills, knowledge and experience that demonstrate how you meet the requirements of the role and person specification. Please give evidence or examples for each criteria. You may attach additional A4 pages if you need more space to provide your response. |

|  |
| --- |
| Please use this space to give any other information you feel is necessary to support your application including your reasons for applying to PCVS. |
|  |
| If your application is successful, you may be asked to consent to PCVS verifying the information you have given in this form. |

|  |
| --- |
| **Sign and date the declarations and authorisation below:***I declare that the information given by me, to the best of my knowledge, is true and complete.**I acknowledge that dishonesty or the giving of incorrect information on purpose may render this application and any subsequent employment invalid and subject to summary termination.* *In accordance with the Data Protection Act 1998, I hereby authorise PCVS to process the information contained in this application form for recruitment and selection purposes.* |
| Name  |  |
| **Date** |  |
| **Signed**If submitting by email you will be asked to sign this application in person if you are invited to interview |  |

**Registered Office:** 32-34 Cromwell Road, Peterborough, PE1 2EA

**Tel:** (01733) 342683 / 311016 **Fax:** (01733) 559057

**Website:** [www.pcvs.co.uk](http://www.pcvs.co.uk) **Email:** pcvs@pcvs.co.uk

|  |  |
| --- | --- |
| ***Chief Executive Officer: Leonie McCarthy MBE***  |  ***Company Limited by Guarantee*** |
| ***Registered Charity No. 299823*** | ***Registered in England No. 2119687*** |

**EQUAL OPPORTUNITY MONITORING FORM**

**Please you ensure that you return this form alongside your application to:**

Michele.matthews@pcvs.co.uk or posted to us marked Private and Confidential to our address as follows:

***Michele Matthews***

***Peterborough Council for Voluntary Services***

***Registered Office: 32-34 Cromwell Road, Peterborough, PE1 2EA***

Peterborough Council for Voluntary Services aims to be an equal opportunities employer. We are committed to the active promotion of equal opportunities, both in the provision of services and as an employer.

**THIS FORM IS CONFIDENTIAL AND WILL NOT BE SEEN BY THE SELECION PANEL.** However, it forms an integral part of the application form and must be completed in full and accurately. The information will be used only to help us monitor our equal opportunity policy in our recruitment and selection procedures.

|  |  |
| --- | --- |
| Post Applied for:- |  |

**ETHNIC GROUP**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **White** |  | **Asian or Asian British** |  |  |
| English  |  | Indian |  |  |
| Scottish |  | Pakistani |  |  |
| Welsh |  | Bangladeshi |  |  |
| Irish |  | Chinese |  |  |
| Any other white background |  | Any other Asian Background |  |  |
|  |  |  |  |  |
| **Mixed**  |  | **Black or Black British** |  |  |
| White and Black Caribbean |  | Caribbean |  |  |
| White and Black African |  | African |  |  |
| White and Asian |  | Any other Black/African/ |  |  |
| Any other white background |  | Caribbean background |  |  |
|  |  |  |  |  |
| **SEXUAL ORIENTATION** |  | **AGE RANGE** |  |  |
| Heterosexual |  | Under 25 |  |  |
| Bisexual |  | 25-34 |  |  |
| Gay man |  | 35-49 |  |  |
| Gay woman |  | 50-65 |  |  |
| Other |  | Over 65 |  |  |
| Prefer not to say |  |  |  |  |
|  |  |  |  |  |
| **GENDER** |  | **DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY?** |
| Male  |  |  Yes  |  |  |
| Female |  |  No |  |  |
| Trans |  |  |  |  |
| **WHAT IS YOUR RELIGION OR BELIEF** |  | **WHAT IS YOUR CURRENT WORKING PATTERN** |  |  |
| No religion |  |  Full-time |  |  |
| Buddhist  |  |  Part-time |  |  |
| Christian |  |  Prefer not to say |  |  |
| Hindu |  |  |  |  |
| Jewish |  |  |  |  |
| Muslim |  |  |
| Sikh |  |  |  |  |
| Any other religion  |  |  |  |  |
| Prefer not to say |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **DO YOU HAVE CARING RESPONSIBILITIES?** |  |  |  |
| **IF YES PLEASE TICK ALL THAT APPLY** |  |  |  |  |
| None |  |  |  |  |
| Primary carer of a child/children |  |  |  |  |
| (under 18) |  |  |  |  |
| Primary carer of disabled  |  |  |  |  |
| child/children |  |  |  |  |
| Primary carer of disabled adult (18+) |  |  |  |  |
| Primary carer of older person (65+) |  |  |
| Secondary carer |  |  |
| Prefer not to say |  |  |  |  |
|  |  |  |
| **WHERE DID YOU SEE THIS VACANCY ADVERTISED?** |  |  |
|  |  |  |

By completing this form you have helped us better understand how we, as an employer, ensure equality of opportunity for all.

Thank you for completing this form.