

Project Administrator (2 POSTS)
24hrs per week
Fixed term contract until 30/06/22

Location: Homebased (remote working)
Role Reports To: Project Manager
Job Family: £13,029 for 24 hours per week (£19,000 per annum -FTE)

Volunteering Matters

Everyone in the UK should have the opportunity to thrive. So we bring people together to overcome some of society's most complex issues through the power of volunteering.

We partner with communities to overcome adversity, tackling social isolation and loneliness, improving health, developing skills and opportunity and making sure young people can lead change. And because we're a national charity, we do this at scale, sharing our expertise and building partnerships to make an even bigger impact.

We turn local knowledge and energy into action and progress, building stronger communities and a better future for all.

RCT360 and Newport360

This is two new local partnerships of specialist providers coming together to increase opportunities for economically inactive and unemployed people in Rhondda Cynon Taf and Newport. In RCT, our local partners include Mental Health Matters Wales (MHMW), Artis Community Cymuned (ACC) and Sgiliau, as well as some of our own national programmes. In Newport, we are solely working with MHMW. Each partner will offer different activities to complement mainstream back-to-work provisions. Our collective goal is to help people, from school leavers to older adults, level-up their prospects of engaging with education, employment, or training.

Purpose of the role

We are looking for an experienced Project Administrator to join the Wales team. The right candidate would be someone who can work flexibly and demonstrates an understanding and total commitment to our organisational values.

As Project Administrator, you will maintain accurate records of all participant outputs and outcomes, record and store evidence and provide regular information to the team in a fast-paced project. You will provide a comprehensive administrative service for all aspects of RCT360 and/or Newport360, helping the team to meet the project's aims, objectives, outcomes and targets.

Key Duties:

1. Provide general administrative support, which includes attending to phone/email queries, taking messages and signposting accordingly, taking minutes and notes at meetings, and writing and replying to correspondence.
2. Maintain accurate records, including inputting and regularly auditing data on a database and spreadsheet, and producing statistical reports to the team on a monthly basis.
3. Record and safely store required evidence for individual participants, highlighting any gaps in information held and raising with the relevant team member.
4. Process expressions of interest/applications and collect references in accordance with organisational processes and data protection regulations.
5. Support the Delivery Team to collect monitoring and evaluation data for the project and help with data collections for other programmes.
6. Support the Delivery Team's compliance record-keeping, maintaining Data Protection, Health and Safety and Safeguarding records.

7. Assist with finance related tasks including administering volunteer or participant expenses and maintaining accurate financial records.
8. Assist with the effective distribution of information to participants, volunteers, colleagues and external agencies, including large scale mailings.
9. Adhere to Volunteering Matters' Equality and Diversity Policy and all other Volunteering Matters policies which relate to the work of RCT360 and/or Newport360.
10. Contribute to joint working and teamwork across Volunteering Matters.

Experience/Skills and attributes:

1. Good, accurate administration skills, including keyboard, word processing and data entry skills
2. Excellent communication skills, both oral and written, including telephone and email skills
3. Good working knowledge and proven proficiency in using key software including Microsoft Word, Outlook, Teams and Excel, and competence in the use of databases and web-based applications
4. Good financial administration and numeracy skills
5. Proven planning, time management and organisational skills
6. Ability to work on own initiative
7. Proven experience of working effectively as part of a team
8. A demonstrable commitment to high standards of customer care
9. Understanding of and commitment to Equality and Diversity
10. Understanding of and commitment to Data Protection and confidentiality.

Desirables:

1. Ability to speak Welsh or a willingness to learn.

Qualifications:

Relevant experience and values alignment is more important for this role than specific qualifications.

Other:

Location: This role is homebased and can be carried out from any location. The postholder will require good internet access to enable remote working, and a suitable home office space. IT equipment and infrastructure will be supplied.

Our Values & Way of Working:

In all that we do, we embrace a philosophy of 'Freedom within a Framework' and are guided by our values: Empowering, Inclusive, Compassionate, Positive & Straightforward.

Diversity & Inclusion:

Volunteering Matters welcomes all applicants and are keen to ensure our team reflects the diversity of the UK and the communities we serve. We encourage applications from disabled, LGBT and Black, Asian and Minority Ethnic backgrounds, along with candidates with any protected characteristics and from disadvantaged groups.

Disability Confident & Reasonable Adjustments:

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the role. Please provide evidence in your application, which demonstrates that you meet the level of competence required in the "Experience/Skills and attributes" section of this job description.

To be considered for a guaranteed interview or to discuss any reasonable adjustments during the process, please state this in your application or contact join@volunteeringmatters.org.uk for more information.

We have also committed to the following pledges which positively encompass our recruitment and selection

processes and methodology: The Promise (Scotland), Show the Salary, Salary History.

To Apply:

- 1) Download our application form
- 2) Download our Recruitment Monitoring Form
- 3) Send all documentation by email to - join@volunteeringmatters.org.uk

This job description is intended to include the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but while some variations will be expected, these will be at an appropriate level for the role.