

Job Title:	Service Delivery Co-ordinator (Grants)
Reports to:	Senior Service Delivery Co-Ordinator
Location:	Shaw House, Oxford/Flexible Working
Hours:	30 Hours per week (18-month Fixed Term Contract)
Salary:	£25,660 per year (£29,941 FTE)

Key Purpose:

Contribute to the coordination of assured services at RABI and support with the administration of the Service Delivery Team liaising with key stakeholders.

Key Responsibilities:

- Manage the administration of the weekly grant process, collating relevant paperwork and creating purchase orders and reconciling invoices where appropriate.
- Manage the audit process of the weekly grants.
- Weekly monitoring of Staysafe Activity.
- Weekly monitoring of Service Delivery attendance at events.
- Monthly collation of Service Delivery statistics.
- Support with the day-to-day enquiries to the Service Delivery Team via phone and email.
- Liaising with external agencies, including suppliers, as required.
- Coordinating internal and external meetings including taking minutes when required.
- General administration support as required.
- To provide cross functional support across departments.
- Be an ambassador for Service Delivery internally within RABI and with external organisations.
- Demonstrate commitment to Safeguarding, Equality and Diversity and Health and Safety promoting a safe and inclusive environment.

Person Specification:

Essential

- Strong administration skills.
- Experience of administration of systems.
- Experience of having worked with suppliers.
- Excellent communication and negotiation skills.
- A positive and professional attitude.
- Excellent IT software skills.
- Flexible, resilient and solution focussed working with sensitivity, integrity and without prejudice.

Desirable

- Farming background or knowledge of the farming community environment.
- Experience of having worked with a vulnerable user group.

This role profile is not exhaustive and is subject to review in conjunction with the post holder according to future developments at RABI.

Early applications are encouraged for this position as shortlisting and interviews will take place on a rolling basis. We reserve the right to close this advertisement early if we receive a suitable application prior to the deadline.

RABI is proud to be an equal opportunity employer and aims to ensure that all employment practices secure equality of opportunity and that no prospective or current employee receives less than favourable treatment at RABI as a result of their sex, sexual orientation, age, race, religion, belief, ethnic origin, disability, marital, or for any other reason which cannot be shown to be justifiable. Our recruitment process strives to ensure that individuals are selected only based on their relevant skills, experience, qualifications and abilities.