



**Community &
Voluntary Services**
cheshire east

Recruitment Pack: Project Administrator

Part Time - 0.5 Full Time Equivalent

About Us

Our Values



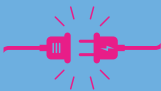
Curiosity



**Continuous
Improvement**



**Evidence
Based**



Connectivity



Inclusion

Our Vision is for VCFSE*

organisations of all sizes and sectors to be recognised and valued for the impact, they have in our community.

CVS Cheshire East provides VCFSE organisations with capacity-building support; facilitate networks, conduct research, represent the sector at a statutory level and promote and facilitate volunteering.

We also manage funded projects and carry out consultation work that supports our vision and makes us sustainable.

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Role:	Project Administrator
Reports to:	Volunteer Project Lead
Location:	Much of this role will need to be carried out from our office at Macclesfield District General Hospital, so it is expected that the post holder will have the ability and willingness to commute there daily.
Hours:	0.5 FTE - 17.5 hours per week. We are happy to discuss working patterns for hours across Monday-Friday during the working day. We would be completely comfortable arranging these around caring responsibilities, such as school drop off / pick up.
Salary:	£21,500 p.a. (Full Time Equivalent) - pro rata £10,750 p.a.
Non-Salaried benefits:	<ul style="list-style-type: none">• 25 days' annual leave, plus 3 additional days gifted over Christmas. This is in addition to statutory holidays.• Flexible working as standard.• We encourage time off to undertake volunteering.
Application information	Deadline: 11am Monday 15th July Shortlist confirmed: Thursday 18th July Interviews: Thursday 25th July (in person, alternative arrangements can be made on request) <i>We only accept completed application forms which directly address the person specification. Agencies are not required</i>

We value the benefits brought by recruiting and retaining staff from the diversity of Cheshire East , and are especially keen to speak with applicants who are currently not represented in our workforce, particularly those from racialised communities



Role: Project Administrator

About the role:

We are looking for an organised and proactive Project Administrator to join our team. You will provide essential administrative support to the Project Lead. Primarily focused on East Cheshire NHS Trust, you will assist in the running of our volunteer management contracts by recruiting and liaising with volunteers and other relevant stakeholders, coordinating day to day cover of volunteers and supporting with volunteer events.

What we are looking for:

This role is suited to someone who is looking for an opportunity to develop new, or re-hone previously obtained, skills with a view to expanding within post. You might be seeking to re-enter the workforce following some time away for any number of reasons, so your previous work experience is less important to us than your current commitment and approach to the job.

This role is currently designed to be task oriented, allowing the post holder to learn on the go; but there is room to develop if wanted. A number of different skills might be helpful for the post holder, including strong organisational approach, a willingness to learn, good communication and interpersonal skills and the ability to be self motivated.

We know that our staff team is better when it reflects the communities we seek to serve. We are particularly keen to speak with candidates who might not currently see themselves as part of our make-up. This includes those from Roma, Gypsy and Traveller communities and other racially marginalised backgrounds.

What we can offer:

We're a small, passionate, and hardworking team where everyone's input is encouraged and valued. We will develop a professional development plan tailored to you as an individual and will support a range of training opportunities.

- Salary of £21 500FTE (this role is 0.5 FTE, therefore pro rata: £10 750)
- 25 days' starting annual leave, plus bank holidays and up to 3 days during the Christmas period
- We will also support staff to take additional time to fulfil volunteering roles



Key Responsibilities:

1. Provide administrative support to the Project Lead, including managing documents, scheduling meetings, and maintaining records.
2. Assist in the development, implementation, and optimisation of operational processes to enhance efficiency and productivity.
3. Assist in the recruitment of volunteers to East Cheshire NHS Trust.
4. Supporting with volunteer engagement, communications and events.
5. Coordinate and liaise with colleagues to ensure seamless collaboration and integration of operational activities.
6. Liaise with external stakeholders to facilitate effective communication, collaboration, and relationship management.
7. Assist in the preparation of reports, presentations, and documentation related to operational activities.

General Responsibilities as a CVSCE employee:

8. Contribute to the financial health of the organisation through positive compliance with relevant budgetary requirements and processes
9. Contribute to the general high-quality culture of the organisation through active engagement with HR processes
10. Commitment to the values of the organisation, demonstrably applying them to the day-to-day activities of the role

**Person Specification - Knowledge, Skills and Behaviours required**

All areas will be assessed through the process: A = Application, I = Interview, T = Task.

Please ensure you include a response to how you meet each specification in the personal statement section of the application form. This is how candidates will be shortlisted for interview.

Key Responsibility Number	Specification	Essential / Desirable	Indicator
1 / 7	Ability to manage documents, schedule meetings, and maintain accurate records, with good prioritisation ability	E	A / T
2	Ability to understand how administrative systems can be improved for efficiency and ease of use.	E	A / I
3	Ability to learn and understand existing processes, and complete tasks in line with these unsupervised	E	A / T
4	Ability to conduct work in an organised way, to contribute to larger projects such as event management	E	A / I
5 / 6	Commitment to regular communication with colleagues / external partners to secure shared understanding.	E	A / I
7	Ability to learn effective ways to present relevant information to a wider audience	E	A / I
8	Ability to understand how compliance with finance and governance regulations applies in the day-to-day role, after training and with support	E	I
9 / 10	Ability to live our emerging values in everyday work behaviour in order to positively contribute to the culture of CVSCE	E	A / I

The Key Responsibility Numbers are from the job description above - so you can see how we would like to see the duties of the role be applied by the post holder. If you don't understand anything on the job description, please do let us know so we can support you to submit the best possible application.

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