

<b>Active Communities Network</b>	<b>JOB DESCRIPTION</b>
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### **POST DETAILS**

<b>Post Title:</b>	<b>Project support and admin worker – London</b>
<b>Location:</b>	<b>Based at London office with regular travel across our London partnership network’s locality.</b>
<b>Salary Scale:</b>	<b>£26,000 per annum based on working 36 hours per week</b>
<b>Hours:</b>	<b>36 hours per week</b>
<b>Annual Leave:</b>	<b>30 days plus bank holidays</b>
<b>Contract term:</b>	<b>2 years fixed contract with possible extension subject to external funding and performance</b>
<b>Responsible to:</b>	<b>Programme Manager</b>

### **JOB PURPOSE**

The Project Support and Admin Worker plays a crucial role in the day-to-day operations of the London department. The post has been created to support all aspects of London’s youth work programme which has expanded its footprint over recent years. The support function will be to provide a high level of support which will include administrative duties, supporting the organisation and running of events and training session as well as group sessions. Key tasks will include interfacing with funders, network partners and contractors to ensure projects are internally resourced.

### **DUTIES AND ACCOUNTABILITIES**

- To provide a support function to the London Project delivery team to ensure that staff and project managers have a nominated administrative member of staff to work with.
- To work with the Programme Manager and Facilitators to support events, training sessions and group sessions including helping with organisation, set up and the running of these.
- Work with the staff team to ensure that ACN’s methodology and ethos is being delivered by our network partners in London, ensuring a consistency of offer/service across the organisation.
- Represent the organisation with external networks including funders and network partners in the sector.

- Work with the team to prepare and execute funding reports and communicate the department's impact for young people and the community.
- Ensure monitoring data is of a high standard, inputted onto our software system in a timely and accurate fashion ensuring strong project management against KPIs and funding requirements.
- Analyse data and manage a high output of project data to inform the department of their performance against contracts and the ambitions of the team.
- Work with other representatives in the charity to ensure project returns, reports and funder requests are managed efficiently and to a high standard.
- Assist with the preparation of presentations and materials for meetings and events.
- Ensure the efficient operation of the day to day running of the office.
- Support with the operational functions within the organisation where required including IT, Finance, Recruitment and HR.
- Ensure all ACN policies and procedures are adhered to and work with the central team to continuously improve the charity's compliance, efficiencies and promotion of best practice.
- Provide administrative support for the London team where guided and requested by the Programme Manager and Director of Programmes.

#### **OTHER RESPONSIBILITIES**

- Work flexibly where appropriate on evenings and weekends.
- Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of ACN
- Work with due regard for ACN core values and objectives.
- Ensure the effective implementation of, and adherence of ACNs Equal Opportunities and Health and Safety policies and procedures
- Any other duties as requested by the Line Manager.

**Job Title: Project Support and Admin Worker****Education/ Qualification:****Essential**

- Educated or professionally qualified in a related discipline (such as business management)

**Experience / Knowledge:****Essential**

- A minimum of two years' experience of working in either project support or administrative role
- A working knowledge of the VCS in London, specifically in the localities where our funded network and projects operate.
- Experience of working with external partners and funders with an understanding and skills in building strong working relationships
- Good working knowledge of using monitoring software and project management systems (Training will be included for relevant software)

***NB: Criteria may be enhanced to assist with shortlisting.***

**Skills and abilities:****Essential**

- Highly skilled with administrative tasks
- Demonstrates Project Management skills and the ability to take on a lead role for community events.
- Competent at establishing and implementing new systems to improve efficiency, accuracy and a fine eye for detail
- Takes responsibility and Solution focused.
- Able to work alone and within a dynamic and fast paced community environment.
- Demonstrates skills of managing multiple tasks and high output workloads within deadlines.

**Additional Information**

- In accordance with our Child Protection and Safeguarding procedures, this position requires an enhanced DBS check.
- 6 months probationary period / extendable on performance and funding secured