



## Job Description

### Building Bridges Programme Administrator

---

**Job Title:** Building Bridges Programme Administrator

**Salary Scale:** Community First scale point 325

**Hours:** 36.5 hours per week, including occasional evening and weekend work

**Location:** Beacon Business Centre, Hopton Park, Devizes

**Supervisor:** Building Bridges Programme Manager

### Job Purpose

To provide administrative assistance and support to the Building Bridges Programme Manager and the wider team to ensure effective and compliant delivery of the programme.

### Funding

This role is fully funded by the Big Lottery Fund and European Social Fund as part of the Building Better Opportunities programme and will be solely employed on the programme delivery.

### Main Duties

1. To undertake the main administrative support processes underpinning the work of the Building Bridges Programme, including governance controls, databases and spreadsheets, programme files and administrative systems.
2. To support the production of appropriate correspondence, reports, agendas, presentations, and general publicity and information material.
3. To support administration of the financial claims process across all programme partners.
4. To assure the quality and currency of the participant files across all programme partners, including eligibility, action plans, progress monitoring and recording of outcomes.
5. To support the receipt of participant referrals and allocation to appropriate programme delivery partners.

6. To support the preparation of management and administration claims for funders.
7. To support non-technical system administration of the programme Management Information System and liaise with system technical support providers on behalf of partners.
8. To support the organisation of public meetings, conferences, seminars, publicity events and training workshops relating to the programme.
9. To support the programme communications processes, assist in ensuring compliance with programme branding requirements and respond to enquiries about the programme.
10. To co-operate and liaise with a wide variety of key stakeholders regarding the programme, including the Chief Executive, Trustees, Strategic Partnership Group, Partners, Funding Body and Managing Authority.

### **General Duties**

The post-holder will contribute to achieving the overall mission of Community First.

- Budget holders assume financial responsibility for own operational budget. Non-budget holders ensure expenditure is necessary and within budget constraints.
- Participate in the team working approach of Community First.
- Take responsibility for their own development, inform the line manager of any development needs and take part in prescribed development activities.
- Work within the agreed policies and procedures of Community First
- Carry out such other general duties as shall be determined by the Chief Executive. Support other members of staff as required by the workload and by absences due to leave, sickness etc.
- Ensure that office security is maintained and confidences are not breached.
- Promote an alert approach to Health and Safety at Work matters and maintain compliance with the terms of the building Fire Certificate.

Community First is committed to Equal Opportunities and the post holder is expected to be familiar with the Equal Opportunities Policy and to complete his or her duties in a manner consistent with this policy.



This job description does not form part of the contract of employment but indicates how the contract should be performed. The job description will be subject to review and amendment in the light of experience and in consultation with the post as part of the annual appraisal process. The responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.