



Building Bridges Programme Administrator (Finance)

Devizes based

Fixed term contract, with potential to extend subject to funding
Gross salary £20,456 for 36.50 hours per week

We are looking for an individual who is extremely organised and can support the Building Bridges Programme Manager to effectively deliver the £3.88M Building Bridges programme, jointly funded by the Big Lottery Fund and the European Social Fund.

The role will be to provide administrative assistance and general support to the Building Bridges Programme Manager, including administration of the financial claims process across all programme delivery partners.

It will require someone with an eye for detail and process who can provide reliable support to the Building Bridges Programme Manager and lead team to ensure effective and compliant delivery of the programme.

The role will be fully funded by the Big Lottery Fund and European Social Fund. It is currently a fixed term contract until the end of October 2019, with an option to extend pending a funding decision in January 2019. The salary is £20,456 gross per annum, plus 7% employer pension contribution.

Due to the nature of the work you will be required to undertake a satisfactory DBS check.

Further information regarding the Building Bridges programme can be found via our website at www.buildingbridgessw.org.uk

Closing date: Midday, 14th January 2019

Interviews: 22nd January 2019

To download a job description, person specification and an application form for this post please visit <http://www.communityfirst.org.uk/index.php/vacancies>. Please note we will only accept a completed application form, no CV's.

For additional information, please contact Dave Potts, Building Bridges Programme Manager on 01380 732826.

Community First is an equal opportunities employer.

Building Bridges is a partnership of organisations, led by Community First, that has come together to deliver the Building Better Opportunities Programme across Swindon and Wiltshire.

The project has received up to £3.9M of funding from the European Social Fund and the National Lottery, via the Big Lottery Fund, as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England. The Department for Work and Pensions is the Managing Authority for the England European Social Fund programme. Established by the European Union, the European Social Fund helps local areas stimulate their economic development by investing in projects which will support skills development, employment and job creation, social inclusion and local community regenerations. For more information visit <https://www.gov.uk/european-growth-funding>