



Recruitment Pack

Employability Programmes Administrator

Job Title: Employability Programmes Administrator

Hours: 36.5 hours per week. Applications for part-time working would be welcome.

Salary: £23,166 gross per annum plus 7% employers pension contribution.

Contract: Fixed term contract, initially to end of March 2025

Location: Devizes office based with some potential for home working

This recruitment pack contains:

- Information about the role (page 2)
- Job description (page 3)
- Person specification (page 5)

To apply for the role, please complete the application form and return to Nicky Theobald by email: ntheobald@communityfirst.org.uk or by post: Community First, Unit C2 Beacon Business Centre, Hopton Park, Devizes, SN10 2EY

Application Deadline

5pm, Wednesday 17th April 2024

Community First is an equal opportunities employer.

About the Role

Employability Programmes Administrator

Job Title:	Employability Programmes Administrator
Hours:	36.5 hours per week. Applications for part-time working would be welcome.
Salary:	£23,166 gross per annum plus 7% employers pension contribution.
Contract:	Fixed term contract, initially to end of March 2025
Location:	Devizes office based with some potential for home working

We are looking for an individual who is extremely organised and can support the Head of Employability Programmes to effectively deliver Community First's highly successful employability programmes.

The role will be to provide administrative assistance and general support to the employability programme delivery teams, including their day-to-day operations, liaison with potential programme participants, arranging courses and supporting the development of reports for funders.

It will require someone with an eye for detail and process who can provide reliable support to the programme teams to help ensure effective and compliant delivery of the programmes.

This role is jointly funded by the UK Shared Prosperity Fund via Swindon and Wiltshire Councils, and also by The National Lottery Community Fund

Community First follows Safer Recruitment policies. Due to the nature of the work, this role is subject to an Enhanced DBS, along with relevant background checks, references, a probationary period, and completion of mandatory training requirements.

Please contact us if you would like a hard copy application form, or if you require any assistance in applying for this post.

Please send completed application forms to Nicky Theobald, Premises and Business Support Manager at ntheobald@communityfirst.org.uk. The application form can be found on our website at: www.communityfirst.org.uk/vacancies.

If you would like to find out more about this position, please contact the Building Bridges Team on 01380 732821 or e-mail hello@buildingbridgessw.org.uk

Closing date: 5pm Wednesday 17th April 2024

Interviews: Tuesday 23rd April 2024

Community First is an equal opportunities employer.

Job Description

Employability Programmes Administrator

Job Title	Employability Programmes Administrator
Salary	£23,166 gross per annum plus 7% employers pension contribution.
Hours	36.5 hours per week, including very occasional evening and weekend work. Applications for part-time working would be welcome.
Contract	Fixed Term, initially until the end of March 2025.
Location	Beacon Business Centre, Hopton Park, Devizes
Supervisor	Head of Employability Programmes

Job Purpose

To provide administrative assistance and support to all of the Community First employability programmes to ensure effective and compliant delivery.

Funding

This role is jointly funded by the UK Shared Prosperity Fund via Swindon and Wiltshire Councils, and also by The National Lottery Community Fund. The role is initially on a fixed term contract basis until the end of March 2025.

Main Duties

1. To carry out administrative support processes underpinning the work of Community First's employability programmes, 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 liaison with programme delivery partner organisations and associated administration.
4. To help assure the quality and currency of the participant files across all programmes, including eligibility, action plans, progress monitoring and recording of outcomes.
5. To support the receipt of participant referrals and allocation to appropriate programme staff.
6. To support the preparation of management reports and claims for funders as necessary.
7. To support non-technical operation and development of the Management Information System.
8. To support the organisation of public meetings, conferences, seminars, publicity events and workshops relating to the programmes.

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, Partner Organisations and Funders.

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 matters relating to Health and Safety at Work and maintain compliance with the terms of the building Fire Certificate.
- Abide by the organisation's Safeguarding Children and Young People Policy and the Protection of Vulnerable Adults (POVA) Policy

Community First is committed to Safe Recruitment and Equal Opportunities and the post holder is expected to be familiar with the Dignity at Work 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.

Community First follows Safer Recruitment policies. Due to the nature of the work, this role is subject to an Enhanced DBS, along with relevant background checks, references, a probationary period, and completion of mandatory training requirements.

Person Specification

Employability Programmes Administrator

Skills, Knowledge & Experience (Creativity, problem solving skills & interpersonal skills)	
Essential	Desirable
<ul style="list-style-type: none"> • Experience in providing administrative support to projects or large pieces of work. • Thorough understanding of Windows and Microsoft Office systems including Word, Excel and some PowerPoint. • Ability to organise meetings, take concise notes and draft minutes, action plans and reports. • Ability to research and validate information. • Experience in ensuring compliance with standards (governance, controls, participant files, branding, etc.). 	<ul style="list-style-type: none"> • Experience in working across multiple organisations or groups of people. • Ability to work with a variety of other computer programs, particularly management information systems. • Experience of organising meetings and workshops. • Experience in administering financial control or claim processes. • Experience in influencing others to deliver high standards of work. • Experience in ensuring compliance with standards across multiple organisations.

Community First follows Safer Recruitment policies. Due to the nature of the work, this role is subject to an Enhanced DBS, along with relevant background checks, references, a probationary period, and completion of mandatory training requirements. A satisfactory DBS check will be required.

Personal Attributes

We are looking for someone who has the following personal attributes:

- Well-organised, confident and self-motivated
- Good interpersonal, written and verbal communication skills
- Confidence in dealing with a wide variety of people and organisations
- Adaptable, flexible and creative
- Good level of numeracy and literacy
- Good concern for standards
- Ability to work flexible hours when needed
- Ability to travel to meet work commitments if necessary (current driving licence preferred)
- Able to work in a team setting
- Ability to use own initiative