Recruitment Pack

Employability Programmes Administrator

Job Title:	Employability Programmes Administrator
Hours:	22.5 hours per week
Salary:	£15,411 gross per annum (£25,000 FTE), plus 7% employers pension contribution.
Contract:	Fixed term contract to end of March 2029
Location:	Devizes office based in Beacon Business Centre, Hopton Park, Devizes with some potential for home working

This recruitment pack contains:

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

Application Deadline

5pm, Wednesday 4th November 2026

Community First is an Equal Opportunities Employer

About the Role

Employability Programmes Administrator

Job Title:	Employability Programmes Administrator
Hours:	22.5 hours per week
Salary:	£15,411 gross per annum (£25,000 FTE), plus 7% employers pension contribution.
Contract:	Fixed term contract to end of March 2029
Location:	Devizes office based in Beacon Business Centre, Hopton Park, Devizes with some potential for home working

Community First is a dynamic charity (Registration Number 288117) committed to supporting communities across Wiltshire and Swindon. Our team goes the extra mile to create brighter futures for those living and working in the county. Putting people first is at the heart of everything we do.

The role sits within our highly successful Building Bridges employment programme and its aim is to provide administrative assistance and general support to the employability programme delivery team, including carrying out triage conversations with referrers and 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.

The role may include infrequent evening and weekend working.

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

This role is funded by The National Lottery Community Fund.

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 Gayle Harper on 07767 101284 or email: gharper@communityfirst.org.uk

Applications for the role close at 5pm on Weds 4th Nov 2026 and interviews will be held on Tuesday 17th Nov 2026.

Community First is an equal opportunities employer. Registered Charity No. 288117.

Job Description

Employability Programmes Administrator

Job Purpose

To provide administrative assistance and support to all of the Community First employability programmes, including carrying out triage conversations with referrers and potential programme participants, to ensure effective and compliant delivery.

Funding

This role is funded by The National Lottery Community Fund. The role is on a fixed term contract basis until the end of March 2029.

Main Duties

1) To carry out administrative support processes underpinning the work of Community First's employability programmes.
2) To support the receipt of participant referrals, carry out triage conversations with referrers and potential participants and support allocation to appropriate programme staff.
3) To support the organisation of participant workshops relating to the programmes.
4) To support the production of appropriate correspondence, reports, agendas, presentations, and general publicity and information material.
5) To support the programme communications processes, assist in ensuring compliance with programme branding requirements and respond to enquiries about the programme.
6) To support liaison with programme delivery partner organisations.
7) To help assure the quality of the participant files, including eligibility, action plans, progress monitoring and recording of outcomes.
8) To support the preparation of management reports for funders as necessary.
9) To support non-technical operation and development of the programme Management Information System.
10) To support the organisation of public meetings, conferences, seminars, publicity events and workshops relating to the programmes.

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 wherever delivery takes place.
- 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 polices. This role is subject to a Standard DBS along with relevant background checks, references, probation period and completion of mandatory training requirements.

Person Specification

Employability Programmes Administrator

Skills, Knowledge & Experience (Creativity, problem solving skills & interpersonal skills)	
Essential	**Desirable**
• 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.).	• 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 speaking with people on the phone about their needs. • 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.

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.