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**Job Title:**  Administration worker

**Reports to:**  Work Coach

**Salary:** £7131 (FTE £16,491)

**Contract:** Fixed Term

**Duration:** August 2017 – October 2019

**Hours:** 16 hours

**Location:** Nottingham Women’s Centre

**Purpose of the Role**

You will contribute to the overall success of the BBO Towards Work programme within Nottinghamshire and Derbyshire. Working within Nottingham Women’s Centre, the successful candidate will work alongside the Work Coach and Finance Manager providing administrative support. They will ensure that all performance and finance data relating to the project is collected and collated. The Administrator will be solely employed on the project.

**Principal Duties & Responsibilities**

* Provide administrative support to the Work Coach and Finance Manager as required.
* Ensure service user entry forms and records are maintained in a timely and accurate manner.
* Ensure that programme referral and monitoring data is completed in full in a timely and accurate manner.
* To liaise with the Hub Team at Groundworks to ensure all claims are completed in a timely manner.
* To monitor the data on the online client record system, Hanlon and Charity Log, ensuring all data is complete and accurate.
* To type letters, reports, minutes, create tables and other documents as required.
* To undertake general office duties including photocopying, scanning, shredding, filing, laminating, binding etc.
* To act as an effective team member and attend and contribute to staff meetings.
* To ensure all work is carried out in accordance with relevant legislation and Nottingham Women’s Centre policies and procedures.
* To be committed to your individual Continuing Professional Development, in order to maintain high professional standards.
* Undertake as requested other activities deemed to be commensurate with the role.

**Person Specification - Knowledge, Skills & Experience**

The successful candidate must be able to demonstrate the following.

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|  | **Essential** |
| **Qualifications** | GCSE pass at A-C standard (or equivalent) for English and Maths or office based qualifications. |
| **Experience** | Experience in a demanding admin/office environment.  Experience of dealing with people involved in sensitive and confidential situations.  Experience of managing sensitive and confidential information. |
| **Skills & Knowledge** | Excellent knowledge of MS Office applications including Word, Excel and Access. Ability to use other packages after training.  Effective organisational skills with ability to prioritise own workload and meet deadlines.  Verbal and written communication skills and a high standard of customer service.  Ability to work both in a team and independently effectively.  Ability to work flexibly in order to meet the varying demands of the job.  Practical knowledge of customer service and the actions needed to deliver services.  Awareness of equality and diversity, as well as women’s issues and vulnerable adults. |
| **Other** | Willing and able to work outside normal office hours on occasion as required. |

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| **NOTES:**  This post may require an Enhanced CRB check. Having a criminal record will not necessarily disqualify you from acquiring the post.  Due to the nature and sensitivity of the project’s client group, it is an occupational requirement under the Equality Act 2010, Part 1, Schedule 9 for the post holder to be female. |

**Background to the project and Nottingham Women’s Centre**

**The Building Better Opportunities Programme**

The Building Better Opportunities Programme (BBO) is jointly funded by the Big Lottery Fund and the D2N2 Local Enterprise Partnership European Social Fund (ESF) and aims to combat the root causes of poverty, promote social inclusion, challenge long-term unemployment, and empower socially excluded people. The ESF strand is a part of the European Structural & Investment Funds (EUSIF) Growth Programme 2014 – 2020 and its principal goal is to improve local growth and create jobs, by investing in Innovation, Business, Skills and Employment. ‘Promoting Social Inclusion & Combating Poverty’ is a key Theme within the EUSIF Programme (Thematic Objective Nine -TO9) and the Big Lottery Fund is matching funds from ESF to deliver the BBO Programme via three separate, yet complementary, Pathways which are; Multiple & Complex Needs, Towards Work and Financial Inclusion.

**The Towards Work Programme**

The Towards Work Programme aims to support and empower people within the D2N2 area who are significantly disengaged and furthest away from employment or self-employment. Groundwork Greater Nottingham’s Towards Work Programme is a demand driven model, which is bespoke, personalised and allows individuals to develop their own personal progression into employment, self-employment or further training/education. Participants will undertake a holistic journey, via a range of End to End Employability and Personal Development Interventions. The programme will achieve real employment and self-employment outcomes, by guiding and motivating people to overcome their individual barriers to work and by providing an inclusive Job Brokerage & Inwork Support Service to ensure employment outcomes are sustained. Participants will also have access to a menu of individually tailored, wraparound Specialist Support to tackle personal challenges (e.g. Disability, Mental Health, BAME, Women Returners, NEET, etc.), via a range of Towards Work Specialist Partners*.*  At a broader level, the programme will enable people to access better housing, achieve stable finances, improve their health and wellbeing, have better functioning families, minimise benefit dependency and reduce crime and anti-social behaviour.

**Nottingham Women’s Centre**

Nottingham Women’s Centre is run by women, for women. We aim to help all women to gain the confidence and skills to achieve their potential and become stronger and more independent. We provide a safe and supportive environment in which women can do this, either by taking part in training or activities, getting support and services, or campaigning and becoming active in bringing about change.  
  
We’ve been around for over 40 years