

JOB DESCRIPTION & PERSON SPECIFICATION

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| Group: | COMMUNITY AND CHILDREN'S SERVICES |
| Division: | Public Health, Protection & Community Services |
| Section: | Adult Education |
| Sub Section: | Inspire2Work |
| Post Title: | Administrative Officer. Inspire to Work Project |
| Vision Post Number: | 14753 |
| Grade: | 7 |
| Responsible to: | Employability Pathway Co-ordinator. ESF Funded |
| Posts Reporting to this Post: | 0 |
| Team: | Inspire to Work (I2W) |
| DBS Required Level: | Enhanced Disclosure and Barring Service Check. |
| Location: | Ty Elai |
| Date of Description: | 5/11/19 |

KEY OBJECTIVES

The Inspire to Work project is a Regional European Social Fund Operation for West Wales and the Valleys (Priority 3 Youth Employment and Attainment Specific Objective 1).

Inspire to Work has been designed to address the needs of NEET 16-25 year olds bringing about their sustainable integration into the labour market and thereby contribute to a reduction in youth unemployment.

The operation will target unemployed, and economically inactive young people, and offer a person centred approach to determine and mitigate against the impact of any barriers to engagement, by

providing support with a clear focus of sustainable employment outcomes and progression.

The operation will specifically support those young people at risk of social exclusion or who have complex barriers to inclusion in education, training or employment.

To be responsible for providing administrative support to the Inspire to Work Programme and ESF Operational Group.

To be responsible for processing of ESF Inspire to Work paperwork and claims documents.

SPECIFIC RESPONSIBILITY

1. To be responsible for monitoring project progress against Welsh European Funding Office (WEFO) targets, providing detailed and specialist reports and recommendations to the ESF Programme Manager for reporting to the RCT ESF Programme Board, ESF Regional lead and WEFO as required.
2. To ensure the maintenance and storage of accurate data in accordance with WEFO requirements and standards.
3. Be responsible for the collection, collation, initial analysis and presentation of data regarding partner and programme performance
4. Monitor the project programme of activities and meetings, scheduling events, ensuring all partners and stakeholders are kept aware of any changes
5. Provide administrative support to the Inspire to Work Operational Group and give support for meetings, conferences, seminars and events, including minute taking as required by the group.
6. Undertake general office duties in Word including, Excel, Outlook and Powerpoint tasks, ensuring a high level of presentation and accuracy. Filing, photocopying, making appointments and organising meetings
7. Assist the Programme Manager and Project Co-ordinators to accurately process project paperwork in line with Welsh European Funding Office requirements.
8. Undertake compliance checks of participants and financial information prior to being entered onto the computerised system to ensure accuracy.

9. To keep up-to-date with financial procedures, policies and regulations to support wider service staff, ensuring compliance with ESF regulations.
10. Contribute to publicity and promotional events, training and learner achievements by individuals in the community including updating of website information as required
11. To act upon own initiative and make decisions to enable smooth operation of daily procedures
12. To ensure Health & Safety guidance and policy is adhered to
13. To ensure that appropriate systems are in place to identify materials appropriate for archiving on a regular basis.
14. Identifies and corrects potential inaccuracies in information provided in line with council financial procedures

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).

PERSON SPECIFICATION

This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

| ATTRIBUTE | ESSENTIAL | DESIRABLE |
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| KNOWLEDGE/ EDUCATION | <p>Appropriate professional qualification.</p> <p>Understanding of how own performance contributes to project outcomes.</p> <p>Evidence of recent professional development.</p> <p>Seeks to update skills and knowledge in using technology.</p> <p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills</p> | <p>Qualifications in Microsoft Office packages (ECDL).</p> <p>Qualifications in supporting Essential Skills at Level 2 or equivalent.</p> <p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p> |
| EXPERIENCE | <p>Previous experience in office administration.</p> <p>Writing reports, letters and documents in line with the role and grade.</p> <p>Budget monitoring.</p> <p>Data input/retrieval.</p> | <p>Experience of dealing with partnerships and stakeholders.</p> |
| COMPETENCIES | Administrators Competency Framework | |
| Working in a Team | <p>Will go "over and above" what is normal to contribute to the team's effectiveness.</p> <p>Ensures that their way of working has a positive impact on others in the team.</p> | |
| Communicating Effectively | <p>Consistently uses the form of communication that is best for the situation (e.g. verbal, email, writing).</p> | |

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| Focusing on Service Users | <p>Genuinely and consistently aims to make a difference to the individual customer.</p> <p>Ensures customers' needs are met by responding to them efficiently and effectively.</p> |
| Complying with Health and Safety | Monitors and manages own stress levels and asks for support when necessary; is aware of own impact and causing others stress. |
| Achieving Results | <p>Follows relevant policies, procedures and legislation.</p> <p>Is flexible, can switch tasks / roles / prioritises to accommodate changes or new information.</p> |
| Personal Effectiveness | <p>Is highly dependable and trustworthy;</p> <p>Has an action-focused attitude to new challenges and change.</p> |
| SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS | Ability to travel independently around the County Borough. |