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**Job Description ESP/BECE/PA18MAT**

Project: Belfast East Community Education (BECE)

# Job Title: Project Administrator (Maternity Cover)

Location: EastSide Partnership

Reports to: BECE Programme Manager

**Terms and conditions**

**Salary:** NJC point 26, currently **£23,398 + 7.5% pension**

**Contract:** This is a temporary position to cover maternity leave.

**Holidays:** 25 days per year plus statutory holidays (to be pro-rated based on months worked).

**Hours of work:** 37.5 hours per week but ability to work flexible hours, including evenings and weekends, essential.

EastSide Partnership (ESP) is only able to accept applications from those individuals who are currently eligible to work in the UK. Only those applicants who appear, from the information provided, to be the most suitable in terms of the selection criteria will be called for interview.

**Main Purpose of Job**

The role of the **BECE Project Administrator** will be to support the development and delivery of the Belfast East Community Education Programme with particular focus on communication and administration, supporting the programme team and programme management structure.

The Project Administrator will support, develop and promote the objectives of the Belfast East Community Education Programme.

The post holder will:

Maintain BECE administration systems;

Ensure standards are maintained in relation to the data collection guidance set out in the funding contract;

Ensure that all activities within the project are compliant with the Contract for Services with the Short Strand Community Forum as part of the NI Executive Social Investment Fund managed by The Executive Office (TEO) including the branding and communication and procurement guidelines advised by TEO;

Manage, develop and design content for the EastSide Learning (ESL) website, digital platforms and for use in offline communications.

**Summary of responsibilities and personal duties**

1. Maintaining BECE administration systems and following procedures that comply with the requirements set out in the contract for funding
2. Maintaining the BECE database and BECE mailings
3. Collecting and collating data and analyzing project performance for the Programme Manager with a view to improving the BECE offer
4. Undertaking BECE office administration duties, working as a member of a team, providing administrative support to colleagues in an efficient and effective manner on a wide range of tasks and duties to achieve objectives
5. Organising meetings and events including hospitality e.g. conferences and launches and managing Programme Team diaries
6. Producing marketing and communication materials required to promote the BECE programme
7. Providing secretariat support for ESL/BECE meetings as required
8. Updating the BECE Programme Manager on all key issues ensuring that he/she is kept fully informed of performance issues and potential risks
9. Assisting with marketing and communicating the BECE programme in line with the BECE communications action plan
10. Maintaining systems for finance as required
11. Writing, editing and updating content on EastSide Learning website and other digital media platforms relating to the project: ensuring project website is up to date and working effectively
12. Undertaking such other relevant duties as may from time to time be determined

**Person Specification ESP/BECE/PA16**

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|  | **Essential** | **Desirable** |
| **Experience** | * 2+ years’ work experience as a Senior Administration Assistant * In depth understanding of office management and daily operations * Excellent interpersonal and communication skills (verbal & written) * Good knowledge of Microsoft Office, specifically- * PowerPoint or equivalent * Excel * Knowledge of budgets/ financial procedures * Knowledge of Content Management Systems and Digital Media channels * Excellent organisational skills | * Previous experience of managing admin in the community/ voluntary sector * Knowledge of the education sector * Photoshop, In Design or equivalent |
| **Attainments/ Education** | * 5 GCSE’s including English and Maths | * Other recognised administration qualification |
| **Skills** | * Written communication – including the ability to prepare and present brief reports * Oral communication – the ability to convey complex information, listen and respond to requests from management and staff and to communicate with others both internally and externally; * Team member – the ability to work as a member of a team, providing administrative support to colleagues in an efficient and effective manner on a wide range of tasks and duties to achieve objectives; * Strong organisational and time management skills |  |
| **Disposition** | * Well presented & inspires confidence * Self-motivated and initiative taking * Team player |  |
| **Knowledge & Values** | Commitment to regeneration and a partnership approach |  |
| **Circumstance s** | Ability to work flexible hours including evenings and weekends. |  |

**Application Process ESP/BECE/PA18MAT**

**Application**

* An application pack can be downloaded from [www.eastsidepartnership.com/recruitment](http://www.eastsidepartnership.com/recruitment)
* **Completed applications must arrive by 12.00pm on Friday 4th May 2018**
* Application forms will only be accepted by email to [heather@eastsidepartnership.com](mailto:heather@eastsidepartnership.com) and will be acknowledged by email. If not acknowledged please contact Heather on 028 9045 1900
* Application MUST be by application form. Only information contained in the application form will be taken into account
* To be accepted the application must include the monitoring form (you will find this at page 5 of the document ‘Application Form and Monitoring Form’)
* We may only interview those applicants who appear, from the information provided in the application form, to be the most suitable in terms of the person specification provided.

**Equal Opportunities**

* EastSide Partnership is an equal opportunities employer. EastSide Partnership does not permit unlawful discrimination of any kind against any person on grounds which include gender, sexual orientation, marital status, religious belief or political opinion, race or disability. Unlawful discrimination is defined as treating a person less favourably than others are, or would be treated in the same or similar circumstances.

**Canvassing**

* Canvassing in any form will, if proved to the satisfaction of EastSide Partnership, disqualify a candidate for the appointment.

**Shortlisting**

* Shortlisting will take place on **Friday 4th May 2018** after which you will be informed by email whether or not you are to be called for interview, and at what time. The panel may decide to only interview those candidates who best meet the essential criteria.

**Interviews**

* Interviews will take place on **Thursday 10th May 2018**.Please ensure your availability for interview on this date prior to application, as it will not be possible to arrange an alternative date.

**Job Description**

* The duties outlined in the Job Description serve as a guide to the current and major responsibilities of the post. These will inevitably vary as the role develops and the Job Description will be reviewed on a regular basis.
* Changes will be subject to consultation with the post holder.

**Supplementary Information ESP/BECE/PA18MAT**

EastSide Partnership established the EastSide Learning Partnership in 2014 to promote partnership working between schools and the community in east Belfast. The project is aimed at tackling the systematic issues linked to educational under attainment.

The strategic objectives of the project are:

To implement a programme of school and community based activities targeted at parents and key influencers of school aged children that increases levels of parental involvement to support children’s learning needs.

To introduce a step change to the strategic co-ordination and partnership working ethos of the Belfast East early years, primary, post primary and community sectors.

The East Belfast Education Framework and other EastSide Learning publications can be viewed on [www.eastsidepartnership.com/eastside-learning](http://www.eastsidepartnership.com/eastside-learning)

The Belfast East Community Education (BECE) project is being administered by the Short Strand Community Forum (The Contractor) as part of the Northern Ireland Executive’s Social Investment Fund (SIF) managed by TEO.

**Further Information**

* Further information on EastSide Learning can be found at [www.eastsidelearning.co.uk](http://www.eastsidelearning.co.uk/) and further information on EastSide Partnership can be found at [www.eastsidepartnership.com](http://www.eastsidepartnership.com/)