Job Role

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| **Family Matters Project Assistant**  **Job Description and Person Specification** |

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| **Job Summary** |

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| **Job Title** | Family Matters Project Assistant |
| **Post Number** | 104 |
| **Job Purpose** | To assist the Finance Officer and Performance Monitoring Officer in preparing data and financial information for the completion of grant claims to the Big Lottery.  To support the Monitoring and Compliance officer with completing audits of the Management Information System.  To provide general administrative support to the Family Matters Project Management Team. |
| **Responsible To** | BBO Partnership Manager |
| **Salary** | £21,500 pro-rata    This post is funded by Big Lottery Fund and ESF Building Better Opportunities |
| **Type Of Contract** | Fixed term until December 2019 |
| **Hours Of Work** | 24 hours per week. The core hours are 9:00 a.m. to 5:00 p.m. Monday to Friday but occasional evening and weekend working may be required. |
| **Benefits** | 28 days holiday (+ bank holidays) pro-rata, flexible working scheme, pension scheme |
| **Responsible For** | FM Delivery Group, sub-contractors |
| **Start date** | 2 May 2017 |
| **Location** | Dudley, with frequent travel across all areas of the Black Country. |

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| **Job Description** |

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| 1. To assist in ensuring the smooth delivery of the programme across the Family Matters partnership. 2. To support the development and administration of internal audit & monitoring processes. 3. To audit partner information on the Management Information System (MIS), to ensure compliance and enable service improvement & reporting. 4. To check and collate information and input data onto a project management system for the completion of grant claims to the Big Lottery and for budget management. 5. Produce regular monthly, quarterly and ad-hoc statistical information and reports to support performance monitoring of the Family Matters Project. 6. Assist the project team with the planning and arranging of meetings and other events. 7. Assist the project team in the preparation of publications and other literature for the programme. 8. Act as the initial point of contact for colleagues, customers, partners and the general public in respect of the Family Matters Project. 9. Undertake general office duties including dealing with telephone calls and email enquiries, photocopying, indexing and filing, post collection, room booking, etc. 10. Be aware of the current issues/work within the team and to ensure that matters are referred to the appropriate team member. 11. Develop and maintain effective administration and recording systems. 12. Assist with the co-ordination, preparation and distribution of documents including word processing, spreadsheets, databases, graphical and presentation material. |

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| Additional Responsibilities |

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| In addition the above, generic responsibilities include:   1. To carry out all responsibilities with regard to BCT’s Equalities policy and procedures 2. To comply with all Health & Safety at work requirements laid down by BCT 3. BCT is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment |

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and may be amended from time to time in the light of the changing needs of BCT through appropriate processes of consultation and the mutual agreement of both parties

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| **Person Specification** |

**Assessment Key:** (A) Application Form, (I) Interview, (T) Test

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| **Attributes** | **Essential** | **Desirable** | **Assessment** |
| **Education & Qualifications** | Good standard of formal education including GCSE Maths and English grade C or equivalent level 2 qualification or qualified by experience to equivalent level.  Evidence of continuous professional development | ERDF Certificates in financial claim and audit processing. | A |
| **Experience & Attributes** | Ability to input, interpret and work with large volumes of complex data  Excellent IT skills which include the ability to confidently use all Microsoft Office applications, MI / CRM databases and systems  Ability to communicate effectively with a wide range of stakeholders  Able to prioritise conflicting tasks to meet set deadlines  Experience of project working, planning and implementation  Experience of working within a small team | Previous experience of working within the voluntary, community or social enterprise sector  Experience of working on multi-agency partnerships / programmes  Strong communication / presentation skills | A, I, T |
| **Specialist Knowledge** | Knowledge of database and systems  Knowledge of project management systems | Knowledge of employment and training programmes | A, I, T |
| **Disposition** | Ability to work on own initiative and to self-motivate  Meticulous with a good eye for detail  Able to work flexibility  Able to travel across the Black Country | Full clean UK driving license and access to own vehicle. | A & I |