## 

## DR!VE Administrator job description

TITLE: Administrator

PROJECT: DR!VE (ERDF business support provision)

RESPONSIBLE TO: Business Support and Training Manager

ACCOUNTABLE TO: Affilius Chief Executive Officer (CEO) and Affilius Board of Directors

BASED AT: 35 Railway Road, Blackburn BB1 1EZ

SALARY: £21,000 p/a

CONTRACT TYPE: Full-time and permanent (subject to 6-month probationary period)

## **BACKGROUND**

Social enterprises across Lancashire are businesses that are building a fairer, more equal society. This role will be working on behalf of Affilius, that is contracted to Selnet, the recognised lead for social enterprise in Lancashire. As a result of a new project having been secured, we are recruiting a new Administrator to join the Affilius team.

**JOB SUMMARY**

DR!VE is a multi-partner business support project that supports enterprises and entrepreneurs in Lancashire. The project is joint funded through European Regional Development Fund (ERDF) and forms part of the Lancashire ESIF programme. DR!VE is designed to fill gaps in business start-up and development support provision, and the project will support eligible businesses to achieve the business aspiration defined within an initial business action plan.

This role will undertake the monitoring and compliance processes within the delivery of the project.

**All tasks and duties in this job description must be carried out in accordance with Affilius procedures, and the post holder should be fully aware of Affilius policy documents and operate within the parameters defined within these.**

**MAIN DUTIES TASKS AND RESPONSIBILITIES**

* Use a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc., and produce correspondence, documents and maintain presentations, records, spreadsheets and databases.
* Assist the Business Support and Training Manager to ensure systems and procedures are well maintained to facilitate the smooth running of the operation.
* File management, checking eligibility, logging and tracking evidence, processing business support enquiries.
* Administration of projects, including supporting the Business Support and Training Manager to Monitor, Review and Evaluate.
* Communicate clearly with team members and stakeholders.
* Coordinate and support the team in meeting the organisations performance against targets.
* Produce monthly reports.

**TEAMWORK**

* Deal professionally and proficiently with enquiries from colleagues, business contacts, visitors and members of the public.
* Adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility.
* Assist with all general office duties as and when required.

**GENERAL CONDUCT**

The postholder will be expected to maintain professional conduct and appearance. The postholder will be required to sign an agreement of confidentiality in relation to some aspects of the enterprise. All staff are expected to conform to the policies and procedures in respect of employment, health and safety and risk management and acknowledge they have read and understood them. Staff are also expected to be familiar with the business and operational plan and to support the aims of the company. In line with good practice, appraisals are carried out reviewing performance and considering continuing professional development.

*This job description outlines the main responsibilities of the person appointed as* ***Administrator.*** *It is subject to periodic review and amendment in the light of development and experience.*

**This post is funded through European Regional Development Fund (ERDF)** **as part of the Lancashire ESIF programme**

Person Specification

|  |  |
| --- | --- |
| **Job Title:** | **DR!VE Administrator** |
| **Salary Range:** | **£21,000 Gross p/a** |
| **Working Hours:** | **37 hours per week** |
| **Contract Type:** | **Full-time / Permanent**  **(6-month probationary period, subject to performance)** |

**Organisational Relationships of the post:**

Reports to:Business Support & Training Manager

Accountable to: Affilius Chief Executive Officer (CEO) and Affilius Board of Directors

Manages: There are no staff management responsibilities within the post

Base: Central Blackburn (in line with government COVID-19 guidance)

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Experience/ Qualifications** | NVQ Level 3 Business & Administration or equivalent qualification.  Experience in a project coordination and/or business administration. | Experience of working within a business support environment.  Educated to graduate degree level (or equivalent). |
| **Knowledge/ Skills** | A strong customer service ethos.  Excellent organisational skills, able to deliver effective processes and systems to manage activity efficiently.  Ability to communicate effectively, both verbally and in writing.  Ability to use a range of IT applications (e.g. word processing, spreadsheets, databases, internet).  Ability to identify and implement corrective action.  Highly self-motivated, capable of dealing with a demanding workload and delivering consistently to deadline.  Able to work on own initiative and as part of a team. | Knowledge of, and general interest in, social enterprise.  Good understanding of business  Knowledge of the needs of local businesses and their support requirements.  Some knowledge of the reporting needs of a funded project. |
| **Competencies** | Good organisation and coordination skills.  Ability to communicate effectively.  Customer and client focused.  Team working and co-operation; managing self and relationships with others.  Personal effectiveness.  Ability to use IT and databases. |  |
| **Additional Requirements** | Willingness and ability to work outside of normal office hours if required.  Willingness to work flexibly in response to changing organisational requirements. | Full driving licence and access to transport. |

## TERMS AND CONDITIONS

* Full-time post – 5 days, 37 hours a week.
* Salary – £21,000 P/A.
* Leave entitlement: 25 days plus bank holidays.
* Location: Blackburn based.
* Travel: Post requires some travel to locations across Lancashire, Blackpool, Blackburn with Darwen. Approved travel expenses reimbursed (mileage at 45p per mile).
* A six-month probationary period would apply.

## APPLICATIONS

To apply for this position, please send a CV and covering letter **directly addressing how you meet the Job Description and Person Specification** provided to [jobs@affilius.co.uk](mailto:jobs@affilius.co.uk) or by post to the address below by **Friday 23rd April 2021.**

**Interview date: w/c 26th April 2021**

****FAO **Dr!ve Project**

Community Hub, 35 Railway Road, Blackburn BB1 1EZ