Project administrator

## job description

**TITLE:** **Project Administrator**

**PROJECT: Boost Flying Start**

**RESPONSIBLE TO: Selnet - Programme Manager**

**ACCOUNTABLE TO: Selnet Board of Directors**

**BASED AT: Brentwood House, 15 Victoria Road, Fulwood, Preston, Lancashire, PR2 8PS**

**SALARY: £26,500 to £29,500 Gross p/a**

**WORKING HOURS Part time –** *the project working hours will be agreed with the suitable candidate to a maximum 30hrs p/w.*

## **BACKGROUND**

Selnet is the recognised lead for social enterprise in Lancashire and is named within the UK’s Top 100 social enterprises for 5 years; we help Lancashire’s social entrepreneurs achieve ambitions, respond to challenges, tackle inequalities, and empower local communities. We are a social enterprise, run by our members to meet the needs of our members. Selnet secures projects, partnerships or commissions that allow social enterprises to start up, develop, connect and grow.

The funded Flying Start service is part of Boost; Lancashire’s Business Growth Hub and is created for pre-start businesses and those that have traded for less than three years. It is delivered by an experienced team of qualified business advisers. See more details [HERE](https://selnet-uk.com/welcome-to-boost-flying-start/)

**JOB SUMMARY**

The project administrator will work in partnership with all Boost Business Support services. They will liaise with partners, managers, and other support agencies across the participating districts to facilitate co-operation between the delivery partners and maintain and further develop operational relationships to support the successful delivery of the Flying Start project.

Working in partnership with the Flying Start team at Selnet and our business support delivery partners will undertake processes within the contract parameters, particularly in relation to coordination and reporting Flying Start project delivery.

This includes regular liaison with business advisers to support and inform Flying Start local district activity, monitoring and reporting such activity including Flying Start clients through flow across all districts and supporting the Project Manager with statistical and financial report preparation ahead of reporting to the Boost Project Management Team.

**MAIN DUTIES TASKS AND RESPONSIBILITIES**

As the Project Administrator the post holder will:

* Ensure high quality and consistent customer service throughout by nurturing relationships with key delivery partners and stakeholders through operating within the context of a multi stakeholder partnership to ensure the success of the project.
* Maintain clear communication pathways across all areas.
* Work as part of the team at Selnet to ensure we have a robust mechanism for recording, monitoring, tracking, reviewing, and reporting all Flying Start project activity.
* Coordinate the Flying Start event programme.
* Analyse project outputs and outcomes across participating districts at various stages of the client journey, to quantify the impact of support provided.
* Set up and manage systems to ensure smooth running, clear analysis, and reporting of Flying Start project activity.
* Utilise the Boost CRM (Evolutive) to ensure that project outputs and outcomes are recorded and monitored correctly and efficiently.
* Proactively manage changes in project scope, identify potential crises, and recommend potential contingencies.
* Report to the Programme Manager on project activity and highlight any areas of concern.
* Ensure all services are delivered under the Boost brand guidelines.
* Have an awareness of data confidentiality, GDPR and cyber security and other relevant legislation, statutory compliance, and best practice requirements.
* Support the Programme Manager to ensure systems and procedures are well maintained, compatible and user friendly to ensure all operations run smoothly.
* Use a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc., and ‘Evolutive’ to produce correspondence, documents and maintain presentations, records, spreadsheets and databases.

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

**TEAMWORK**

* Work as a member of the Selnet team providing services to partners and member organisations.
* Deal professionally and proficiently with enquiries from colleagues, business contacts, office 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 post holder will be expected to maintain professional conduct and appearance. The post holder 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* ***Project Administrator*** *and employed across* ***Selnet’s Business Support project – Flying Start****. It is subject to periodic review and amendment in the light of development and experience.*

*Please note: This job description is not intended to be exhaustive. The postholder will be expected to adopt a flexible approach to the responsibilities, which may be varied from time-to-time following discussion with line management. Any variations will be subject to the requirements of the organisation and will be in keeping with the general profile of the post.*

## **TERMS AND CONDITIONS**

* Working hours agreed with the suitable candidate.
* Family friendly, flexible working.
* Salary – negotiable based on experience.
* Leave entitlement: 25 days plus bank holidays.
* Location: Lancashire.
* Travel: Post requires travel to locations across Lancashire (co-terminus LCC footprint and Blackburn with Darwen.

Approved travel expenses reimbursed (mileage at 45p per mile).

* 10% Stakeholder Pension (after satisfactory completion of probation period).

**This post is funded through:**

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Person Specification

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| **Job Title:** | **PROJECT Administrator** |
| **Salary Range:** | **£27,000 to £29,500 Gross p/a (based on experience)** |
| **Working Hours:** | **To be agreed** |
| **Contract Type:** |  **Project specific**  |

**Organisational Relationships of the post:**

Reports to:Programme Manager

Accountable to: Selnet Board of Directors

Manages: There are no staff management responsibilities within the post

Based at: Brentwood House, 15 Victoria Road, Fulwood, Preston, PR2 8PS (but initially working predominantly from home in line with government guidance).

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|  | **Essential** | **Desirable** |
| **Experience/ Qualifications** | Significant experience of multi partnership project coordination | Educated to graduate degree level (or equivalent). |
| **Knowledge/ Skills** | Knowledge of Business Support projects.A strong customer service ethos.Excellent organisational skills, able to develop effective processes and systems to manage activity efficiently.Ability to communicate effectively, both verbally and in writing.Ability to use of a range of IT applications (e.g., word processing, spreadsheets, databases, internet).Knowledge of working with performance indicators, including monitoring and reporting on project progress, analysing performance information, and identifying corrective action.A general understanding of the reporting needs of a funded project.An understanding of and commitment to Diversity and Equality as it applies in the workplace. Highly self-motivated, capable of dealing with a demanding workload and delivering consistently to deadline.Excellent customer service skills, able to work on own initiative and also as part of a team. | Previous experience of working on business support projects.Understanding of the needs of local businesses.Good understanding of business.Knowledge of and general interest in social enterprise. |
| **Competencies**(We want the post-holder to be able to demonstrate the following competences to a high level and want to use these to the full in their work) | Project coordination skills.Communication skills.Customer and client focus & managing diversity.Team working and co-operation; managing self and relationships with others.Personal effectiveness.Using IT and databases.Analytical thinking and judgement. |  |
| **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. |