

**Resilience Project**

**Project Admin, Facilities and Marketing Officer**

**Job Description**

**Job Title:** Project Admin Officer

**Hours of Work:** Full –time 35 hours per week

**Salary:** £21,000 per annum

**Responsible to**: Resilience Project Coordinator

**Responsible for:**

**Aims of the Post**

1. To contribute to the delivery of the Resilience Project, addressing and reducing the vulnerability of young people to Islamist and far-right extremism and sexual exploitation.
2. To provide effective administrative support to all Resilience Project Staff
3. To provide effective facilities management support to the Resilience Project
4. To effectively market and promote the project electronically and via leaflets and posters for the intended target groups

**Principal Accountabilities and Main Duties**

1. To provide administrative support for the Resilience Project, assisting its delivery according to the project plan
2. To manage the day-to-day facilities of the project, including helping to organise logistics for project delivery, and liaising with external partners.
3. To design and produce effective marketing flyers, posters and logos for diverse target audiences to promote and support the project’s delivery in Swansea and Cardiff
4. To manage the project diary
5. To take meeting minutes, write-up and circulate as appropriate
6. To answer calls, emails and respond to all external enquires regarding the project
7. To oversee the electronic input of all relevant data for monitoring and evaluation purposes.
8. To take part in training courses, staff meetings and regular supervision
9. To work within relevant health and safety legislation
10. To ensure that the project promotes and reflects equality of opportunity at all levels
11. To ensure that EYST Safeguarding and all other relevant policies are implemented
12. To uphold the confidentiality of information of clients
13. To ensure EYST administrative and financial systems are effectively maintained
14. To work with the rest of the Resilience Project Staff to set and maintain a culture of high professional standards and to deliver best value services
15. To carry out any other duties that may from time to time be required

**Person Specification**

1. A minimum of two years in a similar role – administration, facilities, or marketing support
2. Experience of working with BME young pope and understanding of their needs.
3. A commitment to working with disengaged or vulnerable groups
4. Good interpersonal and customer service skills
5. Experience of working with statutory and voluntary organisations
6. Advanced skills in IT, including Email, Word, Excel, Powerpoint, Internet
7. Graphic Design & Marketing Skills include e-marketing
8. Ability to organise own work-load, take initiative and work with minimum supervision
9. Ideally a qualification in either Design, Marketing or Administration
10. Personal commitment to Social Justice, Equality, Inclusivity and Human Rights
11. Passion for and commitment to making a positive difference