

JOB DESCRIPTION

JOB TITLE: Project Administrator

OFFICE LOCATION: Western Bay

LINE MANAGER: Team Manager

SUPERVISORY RESPONSIBILITIES: None

PRINCIPAL JOB PURPOSE: To provide full administration for TGP Cymru Western Bay Project

DUTIES & RESPONSIBILITIES

1. To maintain and foster good relations with members of the public, young people and professionals from other agencies.
2. To be the first point of contact at the project, dealing with visitors and telephone calls and exercising judgment regarding referral to other members of the team.
3. To deal with correspondence and phone calls not requiring the personal attention of other staff.
4. To ensure the project is presented in an acceptable and professional manner
5. To order and maintain stationery and printed forms.
6. To ensure that project equipment is maintained in a serviceable condition.
7. To maintain records and statistics and submit returns to Head Office in accordance with TGP Cymru procedures.
8. To ensure that appropriate standards of confidentiality and security are maintained for computer data and other confidential information and to bring to the attention of the Project Leader any issues of concern.
9. To verify and process paperwork relating to Personnel and Salaries and ensure that deadlines are met.
10. To Set up and maintain accurate filing and other information systems within the project
11. To record incoming and outgoing mail.
12. To process confidential reports, case-notes and other documents as required by project staff.
13. To take minutes at team meetings or management meetings as requested.
14. To keep an overview of expenditure and keep the Project Leader regularly updated.
15. To maintain petty cash system and ensure accurate system of records for all financial matters.
16. To maintain copies of TGP Cymru Policies and Procedures, Staff Handbook and Social Work Handbook.
17. To ensure that reports and information are circulated to appropriate staff.
18. To Input, maintain and collate data from monitoring forms on project database.
19. To check accuracy and obtain authorisation of payment of invoices.
20. Such other duties and responsibilities as may reasonably be required by the Organisation and which are consistent with grade.

WORKING CONDITIONS

16 hours per week.

***Core competencies (Applicable to all staff)
alongside specific National Occupational Standards***

Communicating Effectively:	Expresses information and ideas in a clear, concise and accurate manner; listens actively and ensures information is shared
Respecting Individual and Cultural Differences:	Demonstrates the ability to work constructively with people of all cultures gender and backgrounds
Showing Team Spirit:	Develops effective relationships with colleagues and team members within and across the organisation
Managing Yourself:	Manages own behavior in a self-reflective manner and seeks opportunities for continuous learning and professional growth
Producing Results:	Produces quality results in a service-oriented and timely manner and is committed to deliver agreed outcomes
Embracing Change:	Is open to new approaches and ideas, responds positively to change and adapts quickly to new situations

COMPETENCIES AND OCCUPATIONAL STANDARDS

BAA - Operating Admin Systems

Plan, implement and monitor administrative services to meet specified needs and recommend improvements where necessary.

Including -Computer Office Application, Office Equipment, making and receiving of telephone calls

BAA- Organising and Coordinating

Plan and organise meetings, ensuring the necessary activities are carried out before, during and after the meeting.

Including – Diaries, Minutes and Mail

BAC - Hosting Office Function

Meet and welcome visitors ensuring visitors' needs are met while presenting a positive image of the organisation.

Including - reception services

BAD – Maintaining Information Storage

Use different information systems to store and retrieve information.

Including - Paper and electronic filing Systems

BAF – Purchasing Products and Services

Identify and obtain relevant products and services to meet agreed specifications as negotiated with suppliers to achieve best value for money.

Including – Maintaining and issuing stationery

Link: [NOS Business and Administration](#)

PERSON SPECIFICATION

(Specific to this role)

When completing your application form, please ensure you include evidence of how you meet all the essential criteria/requirements outlined. If you meet any of the desirable requirements, please also include evidence of this. Before completing the application form, you should ensure you read:- *'Guidelines for completing the application form'

*'Guidance on writing competency statements for a job application'

*'Matching Competencies to National Occupational Standards.'

REQUIREMENTS:	ESSENTIAL/ DESIRABLE	HOW MEASURED Application Form (A) Interview (I) Documentation (D) Test (T)
<p>COMPETENCIES</p> <p>In line with the National Occupational Standards (NOS) the post-holder will need to evidence skills, knowledge and understanding in their Competency Statements around: (See Appendix 1)</p> <p>Operating Admin Systems Organising and Coordinating Hosting Office Function Maintaining Information Storage Purchasing Products and Services</p>	<p>E E E E E</p>	<p>A-I A-I A-I A-I A-I</p>
<p>QUALIFICATIONS</p> <p>GCSE/O Level standard of education including English language RSA Stage II Typing or equivalent word processing course.</p>	<p>E D</p>	<p>A – D</p>
<p>EXPERIENCE</p> <p>Previous office experience Minute Taking Providing administrative support to Managers</p>	<p>E E E</p>	<p>A-I A-I A-I</p>
<p>OTHER</p> <p>The ability to speak Welsh</p>	<p>D</p>	<p>A</p>

APPENDIX 1

<i>Matching Competencies to National Occupational Standards</i> Administrator	
When completing your Application Form you should evidence as many elements as possible of the skills, knowledge and understanding indicated in the right hand column.	
Essential Criteria:	We are looking for evidence of -
General Admin Experience	<ul style="list-style-type: none"> • Previous office experience • Minute Taking • Providing administrative support to Managers
Competencies:	We are looking for evidence of -
Operating Admin Systems	<ul style="list-style-type: none"> • How you have implemented administrative services according to agreed plans and checked that they are being used correctly • How you have used Word, Excel and/or Power-point or similar software • How you are able to use a range of office equipment
Organising and Coordinating	<ul style="list-style-type: none"> • How you have organised an event or meeting • How you have made, updated and co-ordinate appointments in a diary system • How you have produced accurate records of discussions and decisions taken (action logging) during meetings • How you have organised the distribution and collection of incoming and outgoing mail • How you have made, received or transferred telephone calls
Hosting Office Function	<ul style="list-style-type: none"> • How you have met and welcomed visitors ensuring their needs are met while presenting a positive image of your organisation. How you have maintained a reception role to enhance the vision and brand of your organisation
Maintaining Information Storage	<ul style="list-style-type: none"> • How you have used different information systems to store and retrieve information • How you have archived and retrieved information
Purchasing Products and Services	<ul style="list-style-type: none"> • How you have identified and obtained relevant products and services to meet agreed specifications and negotiated with suppliers to achieve best value for money. • How you have maintain, ordered, checked and issued stationery stock items suppliers