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**JOB DESCRIPTION**

**Job Title:** Projects Administrator

**Location:** 11, Holmview Terrace, Omagh, Co. Tyrone, BT79 OAH

# Contract Duration: Fixed Term Contract (to March 2024), with possibility of renewal

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**Accountable to:** General Manager

**Reports to:**  Coordinator of Support Services

**Salary:** £21,500 - £24,500 p.a.

**Pension Arrangements:** The Company has establishedan appropriate workplace

pension scheme operative as of 1st January 2016 in

accordance with Government Auto Enrolment Regulation

NI 2012. The scheme is provided by Worker Pension Trust.

**Hours:**  37.5 hours per week. Consideration will also be given to individuals interested in working a 30 hour week.

**Annual Leave:** 23 days plus customary holidays for full-time staff plus 10

statutory holidays. Part-time staff pro rata.

**JOB DESCRIPTION**

**Job Title:**  **Projects Administrator**

**The main duties associated with this post are listed below. These duties will be carried out under the direction of the Coordinator of Support Services in the context of agreed Terms and Conditions of Employment. The post-holder will report directly to the Coordinator of Support Services and work closely alongside other members of the Management Team.**

**MAIN DUTIES AND RESPONSIBILITIES**

1. **Projects Administration Duties:**
2. Assist in the development of funding applications (narrative and budgets) drawing on the strategic plan, vision and policies of the Tara Centre;
3. Prepare monthly/quarterly narrative and financial reports, including progress against Key Performance Indicators (KPis) in the project agreement, for internal monitoring;
4. Coordinate the preparation of reporting to funders, using prescribed templates for narrative, financial and monitoring/evaluation reports;
5. Record income and expenditure, identifying the project and category of income or expense. These records will form the basis for internal reporting at (ii) above and will also be provided to Tara Centre’s auditors who will prepare a quarterly financial report to the Finance Sub-Committee;
6. Maintain a cloud-based document management system, ensuring that clear document retention procedures are in place to comply with funder and statutory requirements;
7. Regularly scan for potential project funding opportunities that may fit the strategic plan and vision of the Tara Centre;
8. Provide organisational support for project events and meetings.
9. **General Administrative Duties:**
10. Provide administrative support to the Tara Centre senior management team, i.e., the General Manager/Coordinator of Support Services and Coordinator of Therapeutic Services (COTs) as necessary.
11. In the absence of the Coordinator of Support Services, count, administer petty cash, and record and lodge daily income;
12. Assist with the design and content of promotional activity and programme materials, both online and print.
13. **Other Duties:**
14. Provide cover at Reception as and when required;
15. Contribute to organisational engagement through positive role modelling, communication and behaviour at all times;
16. Ensure all work meets current legislative requirements and best practice and is in line with Tara Centre policies and procedures, in particular those in relation to confidentiality, safeguarding and data protection;
17. Be available and willing to work flexible hours, including evenings and weekends, as required;
18. Attend to such other duties as may be reasonably be requested by the General Manager/Coordinator of Support Services and are consistent with the post.

**Note:**

**This Job Description may be amended in the light of changing circumstances and may include other duties and responsibilities which will be determined by the Coordinator of Support Services and/or General Manager in consultation with the post holder.**

**The Tara Centre has commissioned a Strategic Review of the Company and it services with a view to producing an updated 5-year, (3yrs + 2yrs), Busines Plan. As a result of this review, the responsibilities of the post may be revised.**

July 2022

# Person Specification

# Projects Administrator

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| SECTION ONE: The essential criteria in this section will measured at shortlisting although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet the essential criteria. Failure to do so will result in you not being shortlisted. The Selection Panel reserves the right to utilise one or more of the Desirable Criteria in addition to the Essential Criteria for shortlisting and at interview. | | |
| **Factor** | Essential Criteria | Desirable Criteria |
| Qualifications/  Experience | 1. GCSE Maths & English (Grade C or above) or equivalent qualifications to demonstrate literacy and numeracy **AND**   2 **“**A” levels at Grade C or above or equivalent qualification or higher qualification  **AND**  A minimum of 2 years experience working in an office environment using Databases, Spreadsheets and processing financial Information  **OR**   1. GCSE Maths & English (Grade C or above) or equivalent qualifications to demonstrate literacy and numeracy.   **AND**  5 years experience working in an office environment using Databases, Spreadsheets and processing financial Information  **AND**   1. 12 months experience of working with Microsoft packages including Word, PowerPoint, Excel, Outlook, Access and/or other Databases | Further qualifications connected with administration and IT e.g. OCR/RSA Stage II Word Processing or equivalent qualification  Level 4 or above qualification  A minimum of 2 years experience working in a third sector office environment using Databases, Spreadsheets and processing financial Information  Experience of funding processes within the third sector |
| SECTION TWO | **The essential criteria in this section will be assessed at interview** | |
| Knowledge and understanding | Understanding of the Tara Centre objectives, ethos and values  Office Practices including records management, data collation and database management; petty cash management  Funding processes within the third sector  Confidentiality & Data Protection requirements |  |
| Skills | Excellent interpersonal and communication skills  Excellent organisational skills and effective time management  Ability to work on own initiative  Ability to prioritise and meet deadlines  Proficiency in oral and written skills to a level consistent with the duties of this post (both to be tested as part of the recruitment process which includes the completion of an application form)  Ability to assist with/develop funding applications  Ability to assist with the design of promotional activity and programme materials  Ability to provide written reports including financial reports to meet senior management and funder requirements  Ability to scan the environment for funding opportunities  Competence in the use of Microsoft Word, PowerPoint, Excel, Outlook and Access or other databases and related IT equipment  Works effectively as a member of a team |  |
| Personal characteristics | Enthusiastic and self-motivated with a strong work ethic and a can-do attitude  Commitment to continuous improvement of the Centre’s systems, procedures and operations  Approachable  Resourceful  Flexibility including undertaking evening and weekend work as and when necessary.  A willingness to grow with the role which will evolve and change in and beyond the present pandemic-impacted context; this will include bringing new relevant ideas to the team. |  |

**All applications** for employment are considered strictly on the basis of merit.

July 2022