EAST OF ENGLAND LOCAL GOVERNMENT ASSOCIATION

# JOB DESCRIPTION

## JOB TITLE Project Administrator: Well-being and work for refugee integration project Asylum Migration and Integration Fund (AMIF)

**JOB GRADE** Band HSCP 17-21 (£26,845 - £28,900)

**REPORTS TO** AMIF Assistant Project Manager, Strategic Migration Partnership

**DURATION** 1 January 2023 to 31 December 2023 (fixed term contract)

**JOB PURPOSE**

1. To provide administrative support to the WW4RI project team in line with project plan.

**KEY PARTNERS**

AMIF project partner agencies and councils in Norfolk, Suffolk, Essex, Cambridgeshire, Hertfordshire and Bedfordshire. AMIF project team members working across the region. UKRA, the body administering funding from the EU in the UK.

**PRINCIPAL ACCOUNTABILITIES**

1. To ensure all of the project partners submit relevant documents within prescribed deadlines.
2. To collate the data submitted by the employment advisers, ESOL providers and therapists and compile into a quarterly report to confirm that they have undertaken skills assessments, ESOL courses and therapeutic support
3. To collate the registers from the ESOL and Skills tutors to ensure that registrations to the courses are in line with project plan.
4. To collate and share feedback from learners on the ESOL and Skills modules with the Project Manager and Assistant Project Manager to inform future modules.
5. To collect data from other project partners to ensure that the beneficiaries they are working with are in line with project plan.
6. To assist the Finance Officer in production of documents for financial returns and audits.
7. To assist with HR processes for SMP team members working on WW4RI.
8. To handle all administration associated with the ESOL & Skills courses.
9. To assist with other administrative tasks such as IT support needs (Sharepoint), registering people for and supporting events including online registration, taking accurate minutes of project meetings (up to two per week).
10. To support all other WW4RI team members with administrative tasks.

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**PERSON SPECIFICATION**

**Qualifications.**

* Good standard of literacy and numeracy.
* Good level of general education e.g. GCSE grade C or equivalent in English language and mathematics.

**Work Experience**

* Experience of working with office systems.
* Experience of working as part of a team.

**Skills**

* Good interpersonal skills, establishing and maintaining good relationships with the project partners, the rest of the in-house project team, the project funders and auditors.
* High standard of oral and written communication skills including tact, diplomacy and tenacity.
* High level of attention to detail/accuracy and precision, including holding project partners to set deadlines.
* An ability to develop and maintain effective business relationships with project partners, to become a central point of expertise around project documentation.
* Sound judgment, including political awareness and a strong understanding of how to handle personal data effectively and within set standards.
* Ability to manage priorities and meet demanding deadlines.
* Management of financial and physical resources.
* IT skills specifically Microsoft Word, Outlook and Excel.
* Committed to equality of opportunity.
* The team member will need to demonstrate a willingness to work flexibly across the team.
* Highly developed ability to maintain impartiality and confidentiality.

**Special Requirements**

* A flexible approach to working hours and location.
* A willingnessto take personal responsibility for any administrative functions assigned to meet the needs of the project.
* Provide high standards of service to the project team and project partners.