



Project 17

St Joseph's Hospice
Mare St
Hackney
London
E8 4SA

www.project17.org.uk

Project 17 Person Specification

<u>Title of Post:</u>	Administrator
<u>Location:</u>	Generally working from Project 17's offices, based at St Joseph's Hospice, Mare St, Hackney, London E8 4SA. Currently working from home in line with social distancing guidelines.
<u>Responsible to:</u>	Director
<u>Responsible for:</u>	Delivery of administrative support and other activities required to sustain the aims of Project 17
<u>Salary:</u>	£24,830 (pro rata)
<u>Annual Leave:</u>	25 days pro rata + bank holidays pro rata
<u>Hours:</u>	2 days per week

Description

Providing administrative support to Project 17, including training administration, website management, human resources support and office management.

Main Tasks

Project Support

1. Organise and provide administrative support for Project 17's training courses
2. Conduct Freedom of Information Act requests to local authorities and manage responses, drafting complaints to the Information Commissioner's Office where responses are not received
3. Update and maintain Project 17's website and the S.17 Hub
4. Assist with project monitoring and evaluation
5. Manage Project 17's mailing list
6. Compile and distribute Project 17's newsletter
7. Support with the organisation of events, as and when required

Finance

1. Maintain and assist with a variety of financial procedures, including invoicing and purchase order records
2. Managing petty cash
3. Bank and record cash/cheques as received

Office Management

1. Allocate general enquiries, including incoming and outgoing mail and email
2. Manage stationery and equipment orders and liaise with office contractors and suppliers
3. Maintain filing systems, both electronically and in paper format
4. Arrange travel and accommodation for staff as required

General

1. Undertake any other related duties as required, consistent with the development of the post and the organisation
2. Attend relevant training and development courses
3. Adhere to Project 17's Equality and Diversity Policy

Person Specification:

Knowledge and Experience	Essential/Desirable
Experience of providing administrative support	D
Experience of website design and maintenance	D
Understanding of data protection requirements and confidentiality	E
Skills and abilities	
Excellent communication skills, both written and oral	E
Understanding of the barriers facing families with no recourse to public funds	D
Ability to work sensitively with people in difficult circumstances	E
Good financial and numerical skills	E
Ability to analyse and collate data	E
Excellent administrative skills	E
Excellent IT skills	E
The ability to work independently, manage time effectively and prioritise workload	E

Ability to work as part of a small team	E
Values	
A commitment to the values and ethos of Project 17	E
A commitment to inclusion and diversity	E

We particularly encourage people with personal experience of no recourse to public funds to apply.

We are interested in all types of experience, whether in a work or personal setting, and whether paid or voluntary.