



JOB DESCRIPTION

- Post:** Administrator [Peace IV]
- Based at:** 7 Crescent Gardens, Belfast
- Responsible to:** Service Delivery & Development Co-ordinator [Peace IV]
- Main Purpose:** To work with the Service Delivery & Development Co-ordinator to ensure the efficient delivery of administrative support services to PlayBoard's play based playwork community relations programme, delivered as part of the **Our Generation Project**.

The **Our Generation** project is supported by the European Union's PEACE IV Programme, managed by the Special EU Programmes Body (SEUPB), and brings together the expertise of 7 Partner organisations for the delivery of a project that seeks to:

- Improve good relations in communities which have been impacted negatively by conflict through the development and delivery of youth and children's programmes focused on mental wellbeing and resilience
- Ensure quality assurance of the delivery mechanisms, and develop mental health and resilience guidelines for youth focused organisations.

Key Tasks

- To act as first point of contact, telephone duties, receive and relay oral and written messages.
- To ensure that all information is maintained and held in accordance with both PlayBoard and SEUPB policies and procedures.
- Typing of letters, memos, reports, advertising, and promotional materials, agenda, minutes and other materials as required, ensuring that copies are produced, filed or distributed as appropriate to staff and/or partner organisations.
- To devise and develop centralised monitoring systems to ensure the co-ordination of all relevant registration and monitoring data held by the programme.

- Maintain and update electronic / paper records and databases in respect of PlayBoard's administrative and monitoring systems as appropriate to SEUPB requirements. Inputting data onto monitoring systems daily.
- Compiling evaluation and monitoring data and report production to support monthly/quarterly reporting to funder requirements using both databases & spreadsheets.
- To liaise with the lead partner to ensure the effective and timely two-way flow of monitoring information.
- To ensure that data is effectively protected and secured in line with Data Protection legislation and best practice arrangements.
- To process quarterly claims ensuring they are compliant with the funder and organisational guidelines before forwarding to the lead partner.
- To support the Project Co-ordinator and staff in planning, setting up and administering webinars using Zoom platforms.
- To support the Project Co-ordinator and staff in the ordering of stationery/supplies in line with PlayBoard's financial procedures through PlayBoard's Finance Officer
- To provide confidential secretarial support to the Project Team including organising appointments, handling mail, photocopying, minute meetings, filing and word-processing.
- Answer the office telephone and be the first point of contact for the business, including welcoming visitors and providing refreshments when needed.
- Dealing with enquiries and despatching appropriate information on a timely basis in response to any requests received
- Co-ordinate, research, organise and book rooms/travel for training, workshops and seminars preparing any materials needed for delivery
- Provide support for the production of materials for workshops and events, including formatted documents compiled in well-presented workshop packs, presentations and supporting materials.
- Attend team meetings and produce minutes/summary of action points.
- Take part in supervision, appraisal and training as identified through PlayBoard's Learning and Development Processes.

- Maintain a positive and flexible approach in discharging these duties and any other additional tasks as may be reasonably assigned according to the changing priorities of PlayBoard.

This description of tasks is not intended to be definitive and may be changed to meet emerging needs of the programme.

- The contract for this post is 35 hours per week fixed until the 30th April 2023.
- NJC Salary Scale 4 NJC pts 7-11 (£20,092- £21,748)
- Location: 7 Crescent Gardens, Belfast
- Holidays: 24 days per annum plus appropriate statutory days.
- Travel mileage costs will be paid for any travel incurred carrying out the duties of the post.
- Hours of work: Monday to Thursday 9am – 5pm
Friday 9am – 4pm

(Additional work outside these hours may be required)



Northern Ireland - Ireland

European Regional Development Fund

A project supported by the European Union's PEACE IV Programme, managed by the Special EU Programmes Body (SEUPB)

PERSON SPECIFICATION

Administrator – [Peace IV]

ESSENTIAL

| | Essential Factors | Minimum Requirement |
|--|--------------------------|---|
| 01 | Qualification | <ul style="list-style-type: none"> Have a minimum of 3 GCSE's/O'Levels or equivalent which includes English and Maths. |
| 02 | Experience | <ul style="list-style-type: none"> Have 3 years' recent relevant experience of providing administration support within an office environment. |
| 03 | Experience | <ul style="list-style-type: none"> Experience of developing and maintaining records and filing systems. |
| 04 | Experience | <p>Experience of using the following within your working environment with efficiency and impact;</p> <ul style="list-style-type: none"> MS Word to create and report information PowerPoint to report and present information Outlook for emails – diary planning MS Excel to record and analyse information. |
| 05 | Experience | <ul style="list-style-type: none"> Experience of writing reports and minutes of meetings. |
| <i>Demonstrate Competency in the following:</i> | | |
| 06 | Communications | <ul style="list-style-type: none"> Strong communicator, with the ability to communicate clearly, positively & effectively at all levels |
| 07 | Teamwork | <ul style="list-style-type: none"> Have the capacity to work with others as a member of a team to meet agreed objectives |
| 08 | Planning Skills | <ul style="list-style-type: none"> Demonstrated skills in organising any or all of the following; training courses, workshops, seminars, webinars or events. |
| 09 | | <p>Flexible in working arrangements and adaptable to new sometimes unstructured working environments</p> <p><i>e.g. early morning, late evening, weekend work if required.</i></p> |