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| **BBO ADMINISTRATOR JOB DESCRIPTION** |

**Job Title:**  BBO Administrator

**Employer:** The Inspire and Achieve Foundation (IAF)

**Reports to:**  IAF Mentoring Manager

**Salary/Grade:** £9000 per annum (full time equivalent of £18,000)

**Contract:** Fixed Term

**Duration:** From asap – 31st October 2019

**Hours:** 18.5 hours per week

**Location:** Mansfield

**Closing date:** 5.00pm on Sunday 18th March 2018

**Background to The Inspire and Achieve Foundation**

IAF is a charity that that helps young people aged 16-25 and is based in North Nottinghamshire (Mansfield). IAF inspires young people to work towards a positive future by providing mentoring, outreach activities and training that improves their motivation and employability and which helps them overcome barriers to education and employment. We work in close partnership with local organisations and IAF is hosted by West Nottinghamshire College. IAF delivery is funded through a number of different routes and one such contract is the BBO ESIF Programme. The BBO ESIF programme is funding this administrative post and the post holder will work solely on this BBO ESIF contract.

**Background to The Building Better Opportunities Programme**

The Building Better Opportunities Programme (BBO) is jointly funded by the Big Lottery Fund and the D2N2 Local Enterprise Partnership European Social Fund (ESF) and aims to combat the root causes of poverty, promote social inclusion, challenge long-term unemployment, and empower socially excluded people. The ESF strand is a part of the European Structural & Investment Funds (ESIF) Growth Programme 2014 – 2020 and its principal goal is to improve local growth and create jobs, by investing in Innovation, Business, Skills and Employment. ‘Promoting Social Inclusion & Combating Poverty’ is a key Theme within the EUSIF Programme (Thematic Objective Nine -TO9) and the Big Lottery Fund is matching funds from ESF to deliver the BBO Programme via three separate, yet complementary, Pathways which are; Multiple & Complex Needs, Towards Work and Financial Inclusion.

**The Towards Work Programme**

The Towards Work Programme aims to support and empower people within the D2N2 area who are significantly disengaged and furthest away from employment or self-employment. Groundwork Greater Nottingham’s Towards Work Programme is a demand driven model, which is bespoke, personalised and allows individuals to develop their own personal progression into employment, self-employment or further training/education. Participants will undertake a holistic journey, via a range of End to End Employability and Personal Development Interventions. The programme will achieve real employment and self-employment outcomes, by guiding and motivating people to overcome their individual barriers to work and by providing an inclusive Job Brokerage & Inwork Support Service to ensure employment outcomes are sustained. Participants will also have access to a menu of individually tailored, wraparound Specialist Support to tackle personal challenges (e.g. Disability, Mental Health, BAME, Women Returners, NEET, etc.), via a range of Towards Work Specialist Partners*.*  At a broader level, the programme will enable people to access better housing, achieve stable finances, improve their health and wellbeing, have better functioning families, minimise benefit dependency and reduce crime and anti-social behaviour.

**Purpose of the Role**

The Administrator will be solely employed on the project. The Administrator will contribute to the overall success of the BBO Towards Work programme within Derbyshire and Nottinghamshire. Working within IAF, the successful candidate will provide Administrative support to the IAF Work Coaches.

**Principal Duties & Responsibilities**

The principal duties and responsibilities of this role encompass tasks and activities that primarily relate to the purpose of the role and may include other duties that are supplementary to the role.

Responsibilities will include, but are not limited to, the following:

* Provide Administrative support to the IAF BBO team as required.
* Complete all paperwork, update and send Annex O
* Audit and upload all validation paperwork.
* Update social media daily with BBO updates.
* Source suitable education/employment and training opportunities for BBO participants.
* Ensure participant entry forms and participant records are maintained in a timely and accurate manner.
* Ensure that programme referral and monitoring data is completed in full in a timely and accurate manner.
* To liaise with external partners within the Hub area to ensure all due entries are completed in a timely manner.
* To monitor the data on the Hanlon system, ensuring all data is complete and accurate.
* To type letters, reports, minutes, create tables and other documents as required.
* To undertake general office duties including photocopying, scanning, shredding, filing. Laminating, binding etc.
* To process incoming and outgoing mail.
* To be committed to your individual Continuing Professional Development (CPD), in order to maintain high professional standards.
* Undertake as requested other activities deemed to be commensurate with the role.

**Person Specification - Knowledge, Skills & Experience**

The successful candidate must be able to demonstrate the following specific attributes.

**Essential Criteria**

* ICT literate to Advanced Level; including Office 365, MIS/Access Database navigation, word, Excel and Powerpoint.
* GCSE Grade C or above, or equivalent, in English and Maths or demonstrable experience of numeracy and literacy.
* Have recent and relevant experience of working in an administrative role.
* Friendly and approachable personality.
* Able to work well in a team.
* An ability to plan and prioritise work and to ensure that deadlines are met.
* Ability to work using own initiative and with minimal supervision.
* An ability to work effectively in a busy environment, with regular interruptions and changing priorities.
* Ability to use specialist computer applications after training.
* Willingness to attend internal/external meetings and events as required, which may occasionally require working outside usual office hours.