**JOB DESCRIPTION**

**Job Title: Integrated Partnership Administrative Officer**

**Accountable to: Integrated Partnership Development Co-ordinator**

**Salary: £16,053 per annum.**

**Working Hours: - 37.5 hours per week**

**Contract: Fixed Term contract until 31st March 2018**

**(Possible extension depending on funding)**

**The Upper Springfield Development Trust (USDT) on behalf of the Upper Springfield Whiterock Neighbourhood Integrated Partnership wishes to appoint an Administrative Officer.** **The key role of this post is to assist the Integrated Partnership Development Co-ordinator in all aspect of work relating to Neighbourhood Renewal and the Integrated Partnership.**

**Key Tasks**

* To assist the Integrated Partnership Development Co-ordinator in all aspects of work.
* To provide a full range of administration support to the Development Coordinator and the local Integrated Partnership.
* To organise meetings, circulate agendas and papers; take minutes, and distribute same in advance of meetings.
* To proactively market all aspects of USWR Integrated Partnership’s work such as assist in the development and production of all PR material to include: leaflets, magazines, newsletters, ezines
* Manage USWR Integrated Partnership’s social media communications and update website content regularly which will include:- updating the partnership calendar of events, adding posts, uploading images and pdf’s etc
* To assist with organising key events, conferences, training etc.
* To circulate relevant documents/ information to USWR Integrated Partnership and community organisations etc.
* To liaise with a range of sectors to arrange meetings and co-ordinate diary appointments etc.
* To ensure an efficient and effective office filing system is maintained.
* To liaise with service delivery partners in the USWR Neighbourhood Renewal Area (USWRNR area) to ensure submission of Neighbourhood Renewal Progress reports and to collate same.
* To maintain an up to date database of all stakeholders and contacts within the USWRNR area.
* To complete purchase orders in line with USDT financial procedures.
* To order stationery and equipment for NR office as and when required in line with USDT procedures.
* To keep up to date with the work of the Integrated Partnership and the implementation of the new area’s strategy.
* To attend any meetings, seminars and conferences as and when required.
* To undertake any relevant training courses as required.
* To undertake any other reasonable duties and responsibilities as agreed with the Integrated Partnership Development Co-ordinator /USDT.

**Personnel Specification**

**Job Title: Integrated Partnership Administrative Officer**

The personnel specification shows essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Please therefore address, in completing the application form, each criterion listed in the specification, drawing upon all of your experience, whether at work or on a voluntary basis.

It is essential that candidates clearly outline on their application how they meet each of the following criteria. Only those candidates that do so will be shortlisted.

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| **Criteria** |  | **Essential** | **Desirable** |
| **Demonstrable**  **Experience**  **Demonstrable**  **Qualifications/**  **Education** | A demonstrable track record covering two years’ experience of working in administration;  Demonstrable track record of taking minutes for a board and/or a range of subgroups/working groups;  Demonstrable experience in the proficient use of Microsoft Office Package: - such as Word, PowerPoint and Outlook.  Demonstrable experience of using/updating social media platforms such as:- Facebook & Twitter  5 GCSE’s including Maths and English at grade C or above  **Or**  NVQ Level 2 in Business Administration or equivalent;  **OR**  Where a candidate does not have the relevant qualification the experience of working within the field of administration will be enhanced to four years. | ✓  ✓  ✓  ✓  ✓  **✓**  **✓** |  |
| **Demonstrable**  **Skills & Aptitudes** | Excellent organisational & administrative skills  Excellent ICT skills  Ability to work as part of a team  Ability to meet deadlines and to prioritise workload  Ability to use initiative  Excellent communication skills | ✓  ✓  ✓  ✓  ✓  ✓ |  |
| **Demonstrable**  **Other** | Adhere to Confidentiality  Ability to work flexible hours as necessary  An excellent level of understanding of the issues within disadvantaged communities. | ✓  ✓  ✓ |  |

**This job description is not intended to be definitive or restrictive and may be modified to meet the integrated partnership’s changing needs.**