



JOB PROFILE

Job Title: **Project Administrator**
Location: **Resurgam Trust, Laganview Enterprise Centre, 69 Drumbeg Drive, Old Warren, Lisburn, BT28**
Responsible to: **Community Academy Coordinator**

NJC Scale 4, Points 7-11 (£14.04-£14.98ph) Pro Rata
Hours 28 per week (4 days per week)

Background

The Resurgam Trust and the Fermanagh Trust established the Community Academy NI in 2017. They bring a combined 50 years of leadership in supporting communities and fostering community development. The Resurgam Trust is the lead partner and together the partnership provides:

- Practical, local support informed by grassroots knowledge and experience.
- Shares their collective insights, including lessons from both successes and challenges.
- Empowers communities to turn their plans and aspirations into tangible outcomes.
- Promotes confidence and active participation by valuing and recognising everyone's contributions.
- Builds trusting, caring relationships rooted in community-based values.

Since 2019, the Community Academy has been contracted through *The Executive Office - Urban Villages Initiative* to support community organisations with their capital projects. Our approach is tailored to meet the specific needs of each organisation and includes:

- Mentoring and supporting board members.
- Developing strategic plans to guide future organisational growth.
- Advising on alternative income streams and creating sustainable funding strategies.
- Securing financial support for ongoing and future development initiatives.

This combination of long-term expertise and targeted, practical support enables communities to build resilience, drive positive change, and achieve sustainable growth.

Job Purpose

To be responsible to the Community Academy Coordinator for ensuring the efficient operation of the Community Academy NI, by providing all necessary financial and administrative functions and support.

This is in preparation for a 15-month project up to March 2026

Main Tasks and Responsibilities

Financial Administration

- Assists the Community Academy Coordinator (CAC) in the preparation of a revenue budget to the relevant funder on behalf of the Resurgam Trust.
- Monitors the agreed project budget (and any associated scheme/cost centres), generating and analysing the monthly budget report of income and expenditure, using Xero software package, and cross-referencing in accordance with the Resurgam Trust procedures. Prepares information for budget reviews, highlighting significant variations in income/expenditure patterns for the CAC.
- Processes invoices for authorisation and payment, checking for accuracy, allocating codes, and for recording/documentation.
- Issue receipts for all income received recording/maintaining income; raises paperwork for services provided.
- Undertakes administrative work involving the processing/payment of expenses for staff, volunteers and service users when required.
- To assist in the preparation of information to the external auditor ensuring that Company and Charity Law are compiled with.
- Using the financial tools available, monitor the project budget on a regular basis ensuring up to date accurate financial information is available to the CAC.

Contract Development and Negotiation

- Draft and review contracts with Consultants/Associates to ensure they align with the Resurgam Trust policies and procedures.
- Coordinate with legal and compliance teams to include necessary terms and conditions.
- Negotiate contract terms, fees, and deliverables to meet the Community Academy NI objectives.

2. Contract Implementation and Monitoring

- Ensure all parties sign contracts in a timely manner.
- Maintain a database of current and expired contracts.
- Track deadlines, milestones, and deliverables.

3. Compliance and Risk Management

- Ensure contracts comply with legal and regulatory requirements.
- Identify and mitigate risks associated with contractual agreements.

- Monitor adherence to agreed-upon terms and conditions.

4. Relationship Management

- Serve as the primary point of contact for Consultants/Associates regarding financial-related issues.
- Build and maintain professional relationships with Consultants/Associates to ensure satisfaction and performance.

6. Documentation and Reporting

- Maintain organised records of all contracts, amendments, and correspondence.
- Generate reports on contract statuses, & financial implications.
- Document contract changes and ensure proper approvals are obtained.

7. Facilities Management

- When required, provides an effective and efficient reception and telephone service.
- Maintains up to date inventories of computer hardware and furniture and equipment.

8. Premises Management

- Reports theft, break in, fire and other damage to the CAC.
- Identifies, assesses and reports to the CAC on all matters concerning health and safety.
- Ensures high standards of cleanliness throughout the office as appropriate.

IT and Records Administration

- Assists with completing and promptly returning all forms and computerised returns in respect of project staff i.e. sickness and annual leave. Liaise with the CAC regarding authorisation processes.
- Ensures the proficient use of a range of software packages, databases and IT tools to assist in the management of the project's client and resource information e.g. Excel, Access.
- Regarding confidentiality and safeguarding issues, is at all times aware of the sensitive nature of work carried out and reports concerns/discrepancies by staff, users or visitors to the CAC.

Support and Provision of Secretarial Services

- Attends the project's finance meetings to report on and advise on all matters relating to finance issues.

- Develops and maintains effective work planning systems, procedures and bring forward systems for the project, and recommends improvements to existing practice, as required by the CAC.
- Carries out other related administrative support or secretarial tasks as specified by the CAC as required.

PERSONAL SPECIFICATION

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Date: **January 2025**

Essential Criteria

Qualifications/Education/Knowledge

Educated to GCSE (or equivalent) standard with passes in Maths and English
Able to demonstrate literacy and numeracy
Knowledge of financial procedures

Experience

Substantial experience of working in a finance environment
Substantial experience in budgetary control
Good understanding of contract law and organisational policies.
Good communication and negotiation abilities.

Abilities – both aptitudes and skills

Maintains a high level of accuracy and has the ability to work to strict deadlines
High degree of IT literacy, especially proficient in the use of spreadsheet applications
Able to take action to improve working practices and to avoid future problems

Personal Qualities - Characteristics/Style/Interests/Attitudes

Able to work independently as well as part of a multi-disciplinary team

Circumstances/Travel

Able and prepared to attend meetings and training sessions at local and regional venues