



<b>Job Title:</b>	Who Dares Works Project Support Officer
<b>Location:</b>	Health and Wellbeing Innovation Centre, Truro
<b>Salary banding:</b>	£18,000 - £19,000
<b>Contract type:</b>	Full-time Fixed term contract until November/December 2019
<b>Responsible to:</b>	Who Dares Works Project Manager

### **Main Purpose of Job:**

As a key member of the Active Plus “Who Dares Works” project management team, you will undertake a varied range of administrative duties to support the effective day to day management of this exciting project that is funded by the European Social Fund and the Big Lottery Fund.

### **Key relationships:**

<b>Internal</b>	<b>External</b>
Who Dares Works Project Manager	Who Dares Works Project Delivery Partners
Who Dares Works Partnership and Communication Manager	Who Dares Works participants
Who Dares Works Finance and Compliance Managers	Who Dares Works stakeholders, including funders, employers, referral partners
Who Dares Works Project Support	Who Dares Works Strategic Partners
Active Plus Management Team	
Active Plus Who Dares Works Delivery Team	

### **Main Duties and Responsibilities:**

Your days will be varied, requiring flexibility and a willingness to have a go. You will need excellent IT skills and communication skills, with the ability to liaise with a wide range of different people and organisations. You will:

- Provide the key “reception” facility within the team – answering the telephone, being a point of contact for enquiries, covering the Project “inbox”, greeting visitors
- Ensure the timely and accurate input of information to the Who Dares Works customer management system
- Check paperwork from delivery partners for completeness, identifying errors and flagging up potential support/training needs
- Set up and maintain Project participant files and Project partner files
- Support Who Dares Works social media and website activity
- Provide day to day administrative support within the team including, typing, copying, scanning, filing and diary management
- Set up meetings, support the organisation of events, presentations etc.
- Take accurate notes and records of project meetings



- Adhere to policies and processes set by Active Plus
- Ensure all financial, administrative and compliance processes are adhered to at all times, seeking advice and support from Managers as appropriate
- Ensure that data protection guidelines are followed at all times
- Undertake other Project related duties as required

### Person specification

Essential	Desirable	Evidenced Through
Good interpersonal skills, including the ability to relate to and communicate with a broad range of people and groups. You must be able to provide examples that demonstrate your competence in this area		Application Form Interview
Excellent IT and online skills including demonstrable use of Office 365	Experienced with Microsoft Publisher. ECDL or similar qualification	CV, Application Form Interview
High standards of literacy. Proven ability to take, write-up and present accurate records of meetings etc. Ability to draft letters and summaries of information	GCSE English A*-C	CV Application Form Interview
Good standards of numeracy including ability to collate financial information, and calculate variances in actual spend/achievements against expected levels	GCSE Maths A*-C or equivalent Experience of budgets and performance monitoring	CV Application Form Interview
Experience of both working effectively within in a team and managing daily workloads to meet deadlines and quality expectations. You must be able to provide examples that demonstrate your competence in these areas	Experience of European Social Fund projects	Application Form Interview

This role is eligible under the exceptions to the Rehabilitation of Offenders Act and will therefore require the successful applicant to complete an Enhanced Disclosure and Barring Service check (DBS).

### Application Process:

Please email the following documents to [communities@activeplus.org.uk](mailto:communities@activeplus.org.uk) no later than **noon on Friday 16<sup>th</sup> February 2018**:

1. A CV of no more than 2 sides of A4 including 2 referees
2. A personal statement of no more than 2 sides of A4 outlining your skills, knowledge and experience in relation to the essential criteria listed above.

**This post is funded by the Big Lottery Fund and the European Social Fund**