



<b>Job title:</b>	Who Dares Works Project Support Officer – Data Entry
<b>Location:</b>	Health and Wellbeing Innovation Centre, Treliske, Truro
<b>Salary banding:</b>	£17,100 - £19,000 Apprenticeships welcome
<b>Contract type:</b>	37.5hrs per week fixed term contract to December 2019 (part-time considered)
<b>Responsible to:</b>	Who Dares Works Compliance Manager

**Main Purpose of Job:** As a key member of the Active Plus “Who Dares Works” project management team, you will play a critical role in the administration of this exciting project that is funded by the European Social Fund and the Big Lottery Fund.

<b>Internal</b>	<b>External</b>
<ul style="list-style-type: none"> <li>Who Dares Works Project Manager, Finance and Compliance Managers and Project Support Officers</li> <li>Who Dares Works partnership managers</li> <li>Active Plus Senior Management Team</li> <li>Active Plus Office Manager</li> </ul>	<ul style="list-style-type: none"> <li>Employers and Training Providers</li> <li>Who Dares Works Participants</li> <li>Who Dares Works project delivery partners</li> <li>Who Dares Works stakeholders – including funders, strategic partners and referral partners</li> </ul>

**Main Duties and responsibilities:**

- Ensure the timely and accurate input of information to the Who Dares Works Management Information System
- Check paperwork from delivery partners for completeness, identifying errors and flagging up potential support/training needs
- Set up and maintain Project participant files
- Provide day to day administrative support within the team including copying, scanning and filing
- Ensure that data is processed in accordance with the General Data Protection Regulation at all times
- Undertake other Project related duties as required

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

## Person Specification:

Skills, Knowledge and Experience		
Essential	Desirable	Evidenced Through
Excellent IT and online skills including demonstrable use of Office 365	ECDL or similar qualification. Use of bespoke databases	CV, Application Form Interview
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
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 [laura@activeplus.org.uk](mailto:laura@activeplus.org.uk) no later than **noon on Thursday 18<sup>th</sup> October 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.