



**TIGERS TRUST**  
IN THE COMMUNITY



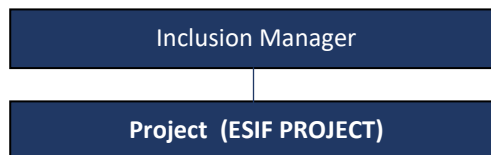
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<b>Role Title:</b>	Project Administrator (ESIF) – 24 hours pw (funded until Dec 2023)	<b>Department/Team:</b>	Social Inclusion - Programmes
<b>Reports to (Managers Title):</b>	Inclusion Manager		
<b>Location:</b>	Tigers Trust Arena		
<b>Last update (date):</b>	February 2021	<b>Salary:</b>	£19,202 pro-rata

**Main Purpose of the role:**

- Act as the main point of contact for all administration of the Employability Well-being Service.
- Act as the main lead on designated CRM system to input all data requested by the contract and funding bodies.
- Support the Delivery Support Officers and Inclusion Manager in the management of expenditure and budgets.
- Act as main lead on collecting all evidence and supporting documentation in order to complete the claim process.

**The role fits in the organisation here:**



**Key facts & figures of the role and key accountabilities**

**MAIN RESPONSIBILITIES AND TASKS:**

- Support the delivery of the Tigers Trust Employability Well-being Service as outlined details within **Appendix A**
- To act as the main lead on designated CRM system to input all data requested by the contract and funding bodies
- To act as the main lead in monitoring and recording on designated CRM system
- Ensure all data collected is stored and recording inline with GDPR requirements.
- To work, as directed by the Inclusion Manager, to support the success of the ESIF programme
- Ensure efficient follow-up to all enquiries e.g. co-ordination of follow up calls.
- Entering all participants details onto the CRM system
- To ensure all needed programme related paperwork is completed and submitted by the set deadlines e.g. claims, registers, surveys, case studies
- To develop and maintain relationships with partner organisations to support success of project
- To understand and comply with the safeguarding of participants and staff
- To attend and contribute to regular team and organisation meetings reporting key performance achievements/areas for improvement as required
- Any other duties as reasonably requested by the line manager/organisation.



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<b>Key Relationships of the role:</b>	Inclusion Manager and Delivery Support Officers
<b>Direct Reports:</b>	N/A
<b>What is needed to be successful in this role (Person Specification).</b>	
<b>Core Competencies:</b>	
<ul style="list-style-type: none"> <li>• <i>Build Realistic Plans and Coordinate Delivery</i> – Clearly communicating to others and driving results; tracks/measures impact and refines outcomes where required.</li> <li>• <i>Establish Trust</i> – Honours commitments/promises made to internal and external stakeholders.</li> <li>• <i>Meets Stakeholder Needs</i> – Continually searches for ways to improve service; seeks and acts upon feedback; develops knowledge of the area of work.</li> <li>• <i>Think Creatively</i> – Approaches problems with a curiosity and open-mindedness; creatively integrates different ideas and perspectives; stimulates creative thinking in others; generates innovative ideas and solutions to problems; challenges the status quo.</li> <li>• <i>Impact &amp; Influence</i> – must have a positive attitude to delivery the programme outcomes with appropriate authority; able to communicate and influence effectively in different settings, across different functions, hierarchies, informal and formal, in both written and face to face meetings; confident presenter.</li> </ul>	
<b>Personal Qualities:</b>	
<p>Essential:</p> <ul style="list-style-type: none"> <li>• Possess a sound understanding of safeguarding requirements for young and vulnerable people.</li> <li>• Have a clear understanding of what is required to achieve the programme’s objectives.</li> <li>• Ensure robust and thorough monitoring and evaluation processes are in place, including contributing to an evidence base to demonstrate the programme’s wider impact.</li> <li>• Ability to drive own personal development.</li> <li>• Ability to work as part of a team.</li> <li>• Empathy for the social issues facing participants.</li> <li>• Excellent written and verbal communications.</li> <li>• Excellent time management and an ability to prioritise key tasks under pressure.</li> <li>• Good use of IT software and databases</li> <li>• Show an understanding of and a commitment to equality and diversity.</li> <li>• Willing to work cooperatively and flexibly.</li> </ul>	
<b>Qualifications:</b>	<p>Essential: Project Administration related qualification and/or 3 years + experience  Desirable: Safeguarding Children and Vulnerable Adults certificate, Mental Health First Aid qualification, Emergency Aid Certificate  <b>PLEASE NOTE THE SUCCESSFUL APPLICANT WILL BE REQUIRED TO COMPLETE THE TRUSTS SAFEGUARDING CHILDREN AND VULNERABLE ADULTS TRAINING</b></p>
<b>Experience:</b>	
<p>Essential:</p> <ul style="list-style-type: none"> <li>• Strong administrative and IT skills, in particular Microsoft Office and Google packages.</li> <li>• Experience of inputting data and producing monitoring reports for funders, such as European funded projects to set timescales</li> <li>• Good presentation and communication skills with the ability to listen to others effectively</li> <li>• Excellent time management, administration and problem solving skills</li> <li>• An understanding of safeguarding and health and safety in a youth and community work setting</li> </ul>	



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- Ability to work independently and as part of a team to prescribed timescales.
- Excellent communication skills including written, telephone and interpersonal skills.
- Proven planning and organisation skills.
- Demonstrable experience of being able to work within organisational policies and procedures
- Demonstrable experience of being able to work within organisational health and safety requirements

**Desirable:**

- Valid driving licence

**Tigers Trust Vision:**

Inspired and integrated communities, living active, healthy and happy lives.

**Core Mission:**

We dare to inspire, engage and improve our communities, through sport, active participation and education; providing opportunities and removing barriers; supporting and raising aspirations and helping people to lead healthy and happy lives because we care and because we can.

**Tigers Trust Behaviours:**

- **Teamwork** is at the heart of all we do
- We have **Pride** in all we do
- We **Welcome** everyone
- We are **Kind** to one another
- We demonstrate **Enthusiasm** throughout our work
- Individually we will work to promote a **Positive Atmosphere** across all of our activities and business (open and trusting)

**Manager Sign Off:**

**Date:**

**Employee Sign Off:**

**Date:**

Safeguarding Statement

Tigers Trust is committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups.

Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory Enhanced DBS Check (with children's barred list check) and references.

Equality Statement

Tigers Trust is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.

You may be expected to conduct yourself in other ways and undertake different duties which are reasonable in the opinion of company. Your job profile is not limited and may be reasonably modified as necessary to meet the needs of the business.