

# Sova Achieving Change through Employment

## Administration Project Assistant

### Job Pack

Sova is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. Enhanced DBS checks will need to be completed and any individual banned from working with children/and or vulnerable adults should not apply.

When completing the application form please ensure that you provide evidence of all the criteria in the person specification.

Sova is a user of the Disability Confident scheme and actively welcomes applications from disabled candidates. We operate a guaranteed interview scheme for all disabled applicants whom the shortlisting team determine meet the minimum criteria for the post (see essential criteria on the person specification). Please ensure that you highlight that you are disabled on the diversity form to ensure that you are automatically considered for a guaranteed interview, if you meet the minimum criteria.

**Job Title:** Administration Project Assistant

**Reference:** APA1186

**Base:** Cardiff

**Salary Range:** £14,084 - £15,518 pro rata

**Starting Salary:** £14,084 pro-rata

**Hours:** 20 Hours per week, Part-Time

**Closing Date:** 5.00pm Friday 31<sup>st</sup> March 2017

**Interviews will be held:** 12<sup>th</sup> April 2017

The Administrative Project Assistant will be expected to support the Programme, Service and Contract & Compliance Managers in ensuring participant, expenditure and outcome evidence is in place to support compliance with ESF guidance.

Please do not send CV's as they are not an acceptable alternative to any part of the application form and will not be considered. Completed application forms or any queries should be returned electronically to:

[recruitmentsouth@sova.org.uk](mailto:recruitmentsouth@sova.org.uk)

# Sova Achieving Change through Employment

## Administration Project Assistant

### Job Description

#### ORGANISATIONAL BACKGROUND

Sova is a charity that works in the heart of communities in England and Wales helping thousands of people to steer clear of crime. When people find themselves in difficult situations, we make sure they have someone on their side to help them find the confidence to make choices to improve the quality of their lives. Whether it is about finding a job or finding friends, understanding how to manage money or discovering new prospects, we help people change their lives for the better.

Sova's vision is for a society where people have the stability and confidence to steer clear of crime and make better choices, building stability both at work and at home

Sova works with a range of partners and receives funding from a number of sources to offer the personal support and practical advice that enables people to make better choices and improve the quality of their lives.

Sova is a wholly owned subsidiary of CRI, benefitting from being part of the wider CRI group and sharing its values and vision to enable those in need to help themselves to lead independent and crime free lives. For information about CRI and their work, please see their website [www.cgl.org.uk](http://www.cgl.org.uk).

#### CONTEXT

The Sova - Achieving Change through Employment (ACE) / Cyflawni Newidiadau drwy ddod o hyd i waith project is an ESF funded project designed to support individuals from a BAME and Migrant background across the West Wales & the Valleys Area, with outcomes around the development of employability skills, entering employment and sustained employment.

The Administration Project Assistant will be expected to support the Programme, Service and Contract & Compliance Managers in ensuring participant, expenditure and outcome evidence is in place to support compliance with ESF guidance. They will be expected to work closely with team of Case Officers across the West Wales and Valleys area who will be working closely with project service users in developing their own individual action plan on a journey towards employment and utilise the support of volunteers,

they will have recruited, to address issues of social exclusion and integration, and the achievement of other identified outcomes under the Welsh Governments Tackling Poverty agenda.

The Administration Project Assistant provides a support service, has good administration knowledge (data collation, inputting and maintaining records, word processing, general office duties, filing, photocopying). The post holder will plan their own workload, and need to understand related tasks. Communication is about giving and receiving information. Thinking is with well defined instructions with immediate available assistance, subject to instructions and established work routines, and specific instructions.

### **PRINCIPAL TASKS**

1. Dealing with telephone enquiries, taking messages and receiving visitors to the office
2. To perform general office duties including photocopying, filing, processing incoming and outgoing mail.
3. To maintain records including inputting data onto databases and recording data for monitoring purposes.
4. To order and receive goods (e.g. stationery) under the instruction of the line manager
5. To word process letters, reports and other documents
6. To book and prepare meeting and training rooms
7. To cover any appropriate aspect of other team members' roles in their absence
8. To be self-administrating
9. To contribute to meeting project or departmental targets and objectives
10. To take part in regular supervision with line manager
12. To participate in the general development of Sova through meetings, training and attendance of other events
13. To contact and provide information to project volunteers and participants, referring them on to other project staff where appropriate.
11. To provide information to enquirers and to refer on to other staff as appropriate.
12. To carry out any other duties within the scope of the post

### **Core Competences**

#### **Attitudes and Behaviours**

All Sova staff are required to act at all times in accordance with Sova expectations of attitudes and behaviours. These attitudes and behaviours include, but are not limited to:

- Representing Sova in a professional manner on all occasions.
- Striving to improve and share good practice, and work towards continuous improvement
- Maintaining and promoting effective communication and shared good practice across the organisation as a whole and externally.
- Promoting mutual trust and respect as a guiding principle for all working relationships both internal and external

- Adopting a co-operative approach to service delivery which draws on the strength, knowledge and expertise of all individuals including service users, staff and volunteers
- To be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

## Role Profile – Administration Project Assistant – Sova ACE Project

### Key Competences

*Listed below are the key competences, the qualifications, the knowledge and/or experience required for this post. Evidence of meeting the criteria in this person specification must be shown when completing the application form for the post and will be further tested at interview through questioning and testing.*

The post holder will be able to:

Competences	E/D	Assessment criteria
	Essential Desirable	A – App Form I – Interview T – Test D - Documents
<b>SKILLS/ABILITIES</b>		
<b>Administration</b> Data inputting, maintaining records, word processing documents, general office duties e.g. filing, photocopying	E	A, I
<b>Communication</b> Good oral and written communication skills, dealing with telephone enquiries	E	A, I
<b>ICT</b> MS Office Programmes (Word, Excel, Access), internet and e-mail.	E	A, I
<b>Management of time and workload</b> Planning work, meeting deadlines	E	A, I
<b>Servicing meetings</b> Distributing papers, booking rooms, receiving visitors	E	A, I
<b>Working within organisational policies</b> Implementing organisational policies e.g. Confidentiality, Equal Opportunities/Diversity, Health & Safety, Safeguarding vulnerable groups	E	A, I
<b>KNOWLEDGE/UNDERSTANDING</b>		
<b>Working with volunteers</b> Understanding of volunteer recruitment	D	A, I
<b>Monitoring</b> Understanding of the purpose of monitoring	E	A, I
<b>Needs of offenders and other disadvantaged groups</b> Understanding of the needs of offenders and other disadvantaged groups	D	A, I
<b>EXPERIENCE</b>		
<b>Working in an office environment</b> General office and reception duties	E	A, I

## Summary of conditions

<b>JOB TITLE:</b>	<b>Administration Project Assistant</b>
<b>BASE:</b>	Cardiff
<b>STARTING SALARY:</b>	£14,048 pro rata
<b>SALARY TOP of BAND:</b>	£15, 518 pro rata
<b>WORKING WEEK:</b>	Part Time, 20 hours
<b>HOURS OF WORK:</b>	Normal working hours are Monday – Friday, between 9am and 5pm; however the post holder may be required to work outside of the normal hours (evening and weekends). Overtime is not payable as Sova operates a time off in lieu system for any hours worked in addition to those stated.
<b>PROBATIONARY PERIOD:</b>	This post is subject to a 6-month probationary period. 1 week’s notice is required on either side during probationary period. Once confirmed in post, notice is 4 weeks either side.
<b>CONTRACT:</b>	This post is currently funded until November 2019. Whilst all efforts will be made to secure continuing funding Sova can only guarantee the post until the set date.
<b>HOLIDAY ENTITLEMENT:</b>	26 days, plus all Public Holidays pro rata
<b>LEAVE YEAR:</b>	April - March
<b>PENSION:</b>	Those meeting eligibility criteria will be auto enrolled with Standard Life
<b>TRAVEL AND SUBSISTENCE:</b>	All costs other than home to office are reimbursed according to regulations and within budget
<b>CRIMINAL RECORD CHECK:</b>	Yes
<b>ACCESS:</b>	Sova’s policy is to facilitate access for people with disabilities
<b>SMOKING:</b>	Smoking is not permitted in Sova buildings
<b>ANY OTHER INFORMATION</b>	Parking facilities vary according to location



Signed  
Job Holder .....Date .....

Signed  
Line Manager .....Date .....