

Job Title: NEA-BSUS PROJECT ADMINSTRATOR

THIS ROLE IS PART FUNDED BY THE EUROPEAN REGIONAL DEVELOPMENT FUND (ERDF)

Reports to: Start-Up & Enterprise Manager

Job Purpose:

To support the smooth operation, monitoring and reporting of the NEA and BSUS start-up projects, primarily through provision of effective and efficient administrative support and effective client and mentor liaison .

Principal Accountabilities:

To support successful operation of NEA and BSUS by:

- Dealing with referrals from Jobcentre Plus, recording them and referring them to the relevant partner where appropriate
- For Cumbrian referrals matching them with an adviser and into other relevant support
- Ensuring NEA paperwork is correctly completed on an ongoing basis and updating JobCentre Plus at relevant points as set out in the project process – liaising with partners and advisers to achieve this
- Administrative support to the project, such as filing (hard copy and electronic), photocopying, etc.
- Liaising with the Deputy Chief Executive to get business plans reviewed and signed off
- Drawing information and updating PRaP and the project CRM in a timely manner
- Following up clients to obtain outputs and evidence
- Arranging project meetings
- Support collation of information for claims, reporting, monitoring and audit
- Supporting BSUS start-up delivery as required, for example through event administration, client liaison, CRM updating, etc.
- Any other activities required to deliver the projects

Internal and External Relationships:

- Developing and maintaining an effective day to day working relationship with the rest of the project and wider Chamber teams, and with clients and advisers.

Knowledge, Skills and Experience Needed:

- Robust, straightforward, target focussed, enthusiastic and self motivated
- Ability to develop and maintain effective working relationships internally and externally
- Self-confident, quick learner with potential for development
- Excellent administration skills including working to deadlines
- Working knowledge of Microsoft Office software and good IT literacy
- Good communication skills
- High level of accuracy

PERSON SPECIFICATION
JOB TITLE: NEA-BSUS PROJECT ADMINISTRATOR

COMMUNICATION SKILLS	Essential	Desirable	How Tested
Good oral and written communication skills Ability to develop and maintain relationships internally and externally	/ /		AF/I AF/I
QUALIFICATIONS			
3 A Levels (A-C grade) Degree, preferably business related	/	/	AF AF
WORK EXPERIENCE/JOB SKILLS			
Sound administration skills and capability Administration experience Good communication skills Broad ICT competencies and working knowledge of Microsoft Office software Understanding of the challenges of business start-up	/ / / /	/	AF/I AF/I AF/I AF/I AF/I
MANAGEMENT/SUPERVISORY STYLE			
PERSONAL QUALITIES			
Personal drive and enthusiasm Ability to work in a challenging environment, working to meet tight deadlines. Confidence to take on new roles Robust, straightforward and target focussed Self confident and a quick learner with potential for development Accuracy and attention to detail	/ / / / / /		AF/I AF/I AF/I AF/I AF/I AF/I
OTHER ATTRIBUTES			
Ability and willingness to work flexibly	/		AF/I

How tested: AF= Application Form, I = Interview