

JOB DESCRIPTION

JOB TITLE: Project Administrator (Children's and Young People's Activities)

AREA COVERED: Somerset

RESPONSIBLE TO: Senior Sessional Worker

Objectives

Compass Wellbeing is a community facility in Taunton, housing a community café, community garden, hydrotherapy pool, sensory playroom, two activity rooms and two therapy rooms. The aim of the centre is to provide fully inclusive services that benefit all members of the community, with a specific emphasis on providing services that focus on the health, wellbeing and integration of disabled people and carers.

Based at Compass Wellbeing the Project Administrator will be responsible for arranging activity sessions for children and young people and collecting feedback and evaluation records in order to collate reports for funders

The main objective of activities will be to:

- Increase social interaction and integration with other children and young people.
- Improve children's and young people's resilience, confidence and self-esteem and physical and emotional wellbeing.

Main Duties

1. To work with the Senior Sessional Worker and Site Supervisor to ensure that appropriate records are maintained and evaluation feedback captured.
2. To collect registers for each attended group and upload data to our customer management system in line with procedure to ensure that reporting requirements can be fulfilled.
3. To collect registration forms for each attendee and upload data to our customer management system in line with procedure to ensure that reporting requirements can be fulfilled.
4. To book transport to enable children and young people to attend All Stars and Fusion groups as per procedure.
5. To work with the Sessional Workers to arrange outings for the All Stars and Fusion Youth groups. This will involve getting signed permission from parents/carers, booking venues and activities, arranging payment/invoicing as appropriate and booking transport.

Date updated: 06/08/2018	By whom: Paula Ingrey	Version number: 1
Location: Z:\Compass Files\Staffing and Recruitment\Job Descriptions\Project Administrator (Childrens and Young Peoples Activities) Job Description.doc		

6. To actively promote access and inclusion throughout all projects.
7. To work with the Activities Coordinator and Operations Manager to ensure that the profile of all sessions is raised through effective onsite marketing (Production of posters, table talkers, inserts for What's On Brochure), engagement with local media (Radio, newspapers etc) and appropriate social media posts
8. To work with other local stakeholders to ensure that sessions are fully promoted, children and young people are aware of the benefits and facilities available for them, and are able to participate as appropriate.
9. To support the Activities Coordinator and other staff in the preparation for outside events where Compass Wellbeing and Compass Disability Services will have an opportunity to promote their activities
10. To work with the Site Supervisor to maintain detailed, up to date records and to complete appropriate internal paperwork so that effective and accurate reporting can be delivered as required.
11. To maintain a positive and professional image of the organisation at all times.
12. To be aware of and adhere to Compass Disability Services' policies and procedures at all times. To abide by the rules and guidelines as laid down in the Staff Handbook.
13. To remain aware of, and abide by, current legislation, organisation policy and the eight principles relating to Data Protection.
14. To commit to the necessary training and development activities in order to fulfil the role and your potential.
15. Attendance at staff meetings, external events and other meetings as required.
16. Travelling is an integral part of this role. Drivers must hold a full driving licence which allows them to drive in the UK and Class 1 Business Use Insurance and must abide by the Use of Private Vehicles for Company Business Policy at all times. Non drivers must be able to arrange the necessary travelling, giving consideration to the needs of the role and the incompatibility of public transport.
17. Any other duties considered necessary to further the aims of the organisation.

This Job Description is subject to continuous review and therefore the main duties may change on a temporary or permanent basis from time to time.

Date updated: 06/08/2018	By whom: Paula Ingrey	Version number: 1
Location: Z:\Compass Files\Staffing and Recruitment\Job Descriptions\Project Administrator (Childrens and Young Peoples Activities) Job Description.doc		

Person Specification

The Criteria for the post are:

Must be able to demonstrate an understanding of and a commitment to disability equality and equality of opportunity for all children and young people in the community.

Understanding of and sensitive approach towards the situation, needs and difficulties faced by young carers and disabled children and young people.

Excellent Communication skills, including verbal, non-verbal and written communication.

Well-developed organisational skills and experience of balancing conflicting workload priorities.

Ability to work under own initiative and as part of a team.

Competent in the use of MS Office products (such as Word, Excel, Publisher and Access), the internet and email.

Competent in the use of social media platforms to include Facebook, Twitter and Instagram.

An understanding of Data Protection and the importance of General Data Protection Regulations (GDPR).

Terms of Employment

Contract funded by BBC Children In Need and is for a period of two years.

Salary

Scale 19 (£18242 per annum) pro rata (£9.48 per hour)

Working Hours

15 hours per week, flexible, school hours or 20 hours per week term time only, school hours.

Probationary Period

There will be a six month probationary period

Annual Leave

Annual leave is 25 days pro-rata plus statutory and Bank Holidays

Travel

The post may involve travel and the post holder must be able to manage this as and when necessary. Travel Expenses will be paid at Compass Disability Services rates.

Date updated: 06/08/2018	By whom: Paula Ingrey	Version number: 1
Location: Z:\Compass Files\Staffing and Recruitment\Job Descriptions\Project Administrator (Childrens and Young Peoples Activities) Job Description.doc		