

Project Administrator

Job Description

Grade: Equivalent to NJC Scale 4, SCP 18-21, £17714 - £19742

Responsible to: Project Manager

Responsible for: Distributors; Apprentice (Years 2 and 3)

Open to job-share.

Appointment subject to DBS check.

Purpose: To ensure the office runs effectively and the project is supported by robust administrative and financial procedures; to manage the distribution of the Messenger across Burngreave; to liaise with the Messenger's advertisers.

Main duties and responsibilities:

Office/finance systems:

- Develop and maintain office systems to ensure the effective running of the project, including databases, filing systems, procedures.
- Develop and maintain monitoring systems/records of evidence for funders.
- Maintain financial systems, including the recording of transactions on Quickbooks.
- With appropriate authorisation, make payments to suppliers and distributors; pay volunteer expenses and manage petty cash.

Advertising:

- Liaise with local businesses and service providers about advertising in the Messenger, ensuring they are aware of deadlines, technical requirements and costs.
- Liaise with external designer to ensure adverts are placed in the newspaper as required.
- Invoice advertisers, receive payments and chase late payments as required.

Distribution:

- Manage the distribution and collation team, implementing systems and procedures for the management of casual employees.
- Recruit distributors/collators.
- Induct/train distributors/collators in the responsibilities of the role, understanding of maps and procedures.
- Risk assess distributor rounds and allocate distributors appropriately.
- Maintain effective monitoring of distribution.
- Deal with complaints of non-delivery and take appropriate actions to resolve problems.
- Organise the mail-out of the newspaper to subscribers outside the delivery area.
- Organise multi-drops of the newspaper to appropriate locations in the community.

Supervision

- Liaise with volunteer proof-readers and external designer to develop final copy for the issue.

- Supervise volunteers involved with proof-reading, collation, multi-drops, telephone monitoring, administration; support volunteers with office systems.
- Recruit and supervise interns and apprentice (in years 2 and 3 of the project); ensure alignment of work tasks and training/development needs.

General duties:

- Provide reports to management committee on finance, advertising and distribution as required.
- Provide telephone/office reception.
- Provide support for meetings, including room booking, communications, minutes, follow up actions, refreshments.
- Maintain appropriate levels of office supplies and equipment.
- Other duties as may be required consistent with the duties and grade of the post.

Person Specification

Heading	Description	E/D	Evidence
Experience/ knowledge	Minimum of two years experience in an administrative role.	E	A
	Experience of developing and maintaining administrative systems, including databases, spreadsheets and filing systems.	E	A/I
	Experience of working with volunteers and/or young people to deliver tasks.	E	A/I
	Knowledge and understanding of Burngreave or similarly diverse area.	E	A/I
	Experience in using QuickBooks or equivalent finance software.	D	A/I
Skills/ attributes	Understanding of the aims and values of the Burngreave Messenger.	E	A/I
	Excellent organisational skills, including including the ability to manage time and priorities and work to deadlines.	E	A/I
	Excellent communication skills, including the ability to deal appropriately with a diverse range of people in person, by telephone and by written communication.	E	A/I
	Strong numeracy with the ability to maintain accurate financial records.	E	A/I
	Ability to work independently and as part of a team, to take initiative and creatively meet work objectives.	E	A/I
	Ability to use IT packages including word processing, spreadsheets and databases.	E	A/I
	Ability to research, analyse and interpret information and statistics.	E	A/I
Other	Willing to work flexibly to meet the needs of the project, including some evenings/weekends.	E	A/I

E = Essential

D = Desirable

A = Application Form

I = Interview