**Job Description**

***PROJECT WORKER/ADMINISTRATOR***

To be responsible for the administration of all financial transactions for the Brock. For example – cash sales, invoicing, spreadsheet maintenance and bank account reconciliation

To be responsible for facilitating weekly craft workshops with service users

To attend and represent the Brock at events and activities with promotional material and products as appropriate

To lead on publicity and marketing of the Project both internally and externally, and to be responsible for web-based activities, e.g. website maintenance and social media streams.

To be responsible for maintaining data recording, filing systems and to assist with keeping records, preparing reports and recording meetings in the daily activities of the Project business and its ongoing development.

To assist with updating policies, procedures, risk assessments and Project recording systems.

To undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development planning process.

To undertake other reasonable duties at the request of the line manager which are commensurate with the role including supporting project work in the garden centre and the wood work shop, internal job rotation and absence cover. Updated March 2019

**Person Specification - Selection Criteria -** Updated March 2019

**EDUCATION**

|  |  |
| --- | --- |
| **Essential**  | **Desirable** |
| Qualified to HNC level in a relevant discipline | Qualified to HNC level in administration or equivalent experience |

**SKILLS AND ABILITY**

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| --- | --- |
| **Essential** | **Desirable** |
| Sensitivity to people affected by chronic mental health conditions | Awareness of the impact of chronic mental health conditions  |
| Good organisational skills and able to give attention to detail | Experience of working in an administrative and/or clerical capacity |
| Knowledge of therapeutic working and/or Social Enterprise | Experience of providing craft workshops |
| Ability to prioritise and manage work load in a pressurised environment | Experience in working in a voluntary organisation, in either a paid or voluntary capacity |
| Good general IT skills – e.g. website maintenance, Social Media supervision, Microsoft Office | Experience of developing filing and monitoring systems |
| Good communication and interactive skills. |  |
| Ability to work independently and as part of a team. |  |
| Ability to drive the project vehicle |  |

**PERSONAL QUALITIES**

|  |  |
| --- | --- |
| **Essential**  | **Desirable** |
| Approachable and Empathetic to Service Users |  |
| Able to adapt to changing needs of a Project |  |
| Flexible working practice suited to the needs of a small organisation. |  |