



Job Title Contracts & Admin Support Worker

Introduction Community Enterprise Ltd is one of Scotland's leading social enterprise support providers. We provide business support to third sector groups across Scotland and work with communities to build and sustain projects for the benefit of local people. We are looking for someone to join our busy administration team.

Accountable to Systems and Administration Manager (There will also be direct input from Development Team Managers)

Main Duties:

Contract support:

- Assisting Admin & Development Managers with co-ordination of ongoing contracts.
- Monitoring progress of contract deliverables.
- Monitoring programme data.
- Updating project management system with current contract data.
- Creating reports on contract progress using project management system.
- Liaison with contract clients and applicants.
- Assisting with recruitment, onboarding and management of Associate development subcontractors.
- Coordination of contract evaluation, survey and KPI analysis.
- Updating and compiling contract outcome reports.
- Assisting with contract claim preparation.

Administration support

- Monitoring and processing subcontractor deliverables and payments.
- Assisting the Systems and Administration Manager with HR administration.
- Assisting the Systems and Administration Manager with financial administration.
- Assistance with Event organisation.
- Other such tasks as required.

Person Specification

- Ideally, we're looking for someone who has:
- Experience with contract or large project management.
- Experience with project management systems including creating and preparing detailed reports. (Training on our Project Management platform will be provided).
- Some experience dealing with Finance and HR
- Excellent attention to detail.
- Client and contractor liaison skills.
- The ability to work in a fast-paced environment and deal with competing priorities

Hours Full-time 37.5 hours/week

Remuneration £27,000

Location Livingston (some hybrid working).

Contract Duration 2 years

Applications to: janice@communityenterprise.co.uk

Closing date: 9am Monday 22nd July 2024