

**JOB DESCRIPTION**

**JOB TITLE:**  Choices Administrator (Part-time, 18.5 hours per week)

**REPORTS TO:** Partnership Led by Groundwork/

Youth Manager Cumbria Youth Alliance

**LOCATION: Workington**

**CONTRACT:**  fixed term until March 2023

**HOURS:** 18.5 hours per week

Salary £19.500 pro rata

#### JOB SUMMARY

This new role has been created to meet the increasing demand for specialist support for young people. Choices is an exciting employment programme with a tailored approach to support, available in Allerdale & Copeland and funded by the National Lottery Community Fund and the European Social Fund. Working in partnership with a variety of voluntary and community sector delivery partners who are specialists in employment, financial and digital inclusion and volunteering, the Choices programme will support young people who are facing multiple, complex barriers, helping them progress into or towards employment, education, training or active job searching. The partnership is led by Groundwork and Cumbria Youth Alliance will focus on supporting and enabling young people within the multi- agency partnership.

The Choices Administrator will be able to:

* Develop sound understanding of all programme funding guidelines and contractual compliance
* Produce regular updates for social media and collate information from Key Workers to create posts for website and social media
* Update and maintain an internal customer information database which will be utilised to manage current and historical data
* Develop professional and working relationships with key staff across the partnership
* Produce a range of documents including reports, data input, collation, scanning and filing, correspondence with partners to meet deadlines whilst maintaining accuracy and quality
* Support the Choices Partnership Management Team with the submission and auditing of programme’s financial quarterly submission claim
* Assist in audit function for MI and administration systems/documentations assisting as required in preparation for external audits, due diligence and inspections
* Maintain and improve effective MI systems (computerised and manual) relating to documentation required by contracting funding bodies, preparation of information relating to contract outcomes and programme performance
* Maintain effective relationships with colleagues, Partners and suppliers
* Dealing with day-to-day administrative tasks, including answering calls in a timely manner and escalating messages accordingly. Make appointments and produce statistical information as required
* Use initiative to maintain and improve robust admin systems and procedures
* Working within specific standards to assist in the preparation of future audits
* Support Key Workers and programme management team with any other duties as required

The post is subject to an enhanced DBS check.

To request an application pack together contact catherineh@cya.org.uk or ring us on 01900 603131

Download at [www.cya.org.uk](http://www.cya.org.uk)

Closing date for applications is 24th September 2021