



Administrator/Project Support Officer x2



Job Title	Admin/Project Support Officer x2
Hours of work	2-3hours per week
Contract	Voluntary (6months fixed term)
Location	Work from home
Division	Up Skill
Accountable to	Senior Committee

About us

Up Skill is a nationwide programme providing career progression guidance for students and professionals across the U.K. Our aim is to be a motive power in reducing healthcare inequalities; whilst tackling social exclusion within the workplace. We will achieve this by educating, inspiring, and equipping a community of professionals with meaningful and practical leadership skills, to improve career prospects.

The Up Skill Mentoring Programme will run for a duration of one year and involve a series of workshops, events, and peer mentoring sessions; led by the community but hosted by Black Leaders in Healthcare CIC. All workshops are free to access and targeted towards individuals who require additional skills to either gain or progress in employment.

Our Values

Balance – between technical jargon and simple English!

Leadership – not workforce management but flattening hierarchies to improve communication.

Authenticity – being true to ourselves and unapologetically refusing to conform.

Commitment – to the needs of our community.

Knowledge – is power! No question is a stupid question.

Job Summary

Up Skill provides inspiring opportunities for individuals to engage with employment education. This programme is carefully designed to engage those from underrepresented groups who have gaps in their existing competencies.

We are looking for x2 Project Support Officers/Administrators to provide a comprehensive administrative and secretarial service i.e., typing, data inputting, event planning and regular reporting to senior committee.

The role holder will provide support to the workshop delivery team and is vital for the smooth-running of a business. Their duties may include telephone calls, word processing, creating spreadsheets and presentations, and filing. Additionally, the administrator may be responsible for projects and tasks, as well as overseeing the work of junior staff to support the delivery of events and workshops.



Duties and tasks

- To prioritise work resulting from daily correspondence.
- To take messages and telephone calls from partners and other liaison with internal and external organisations and deal with their enquiries, referring on where required.
- To liaise with Health Professionals and senior leaders.
- To manage event schedules and resources.
- To create agendas and resources to support workshops.
- To attend workshops when required.
- To provide induction support to new starters.
- Responsible for completing work in a timely manner consistent with company practice.
- To work in a manner consistent with company and local policies and procedures, protocols etc.
- To undertake data entry and retrieval from databases / core mentoring systems.
- To identify best practice and develop working practices in the team to deliver an efficient and effective administration service.
- To arrange meetings and workshops.
- May have some responsibility for supervision of other staff.
- To order stationery items as requested and to check delivery upon receipt.
- To use electronic systems to raise purchase orders.

Health and Safety

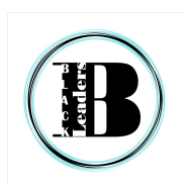
The Company has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardise the health and safety of either yourself or anybody else. The company's Health and Safety Policies outline your responsibilities regarding Health and Safety at work.

The post holder must not willingly endanger themselves or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Line Manager and documented as per Company Policy, including the reporting of potential hazards. Volunteers are encouraged to consider home working ergonomics and safe home working environment.

Security

The post holder has a responsibility to ensure the preservation of company property and resources.



Confidentiality

The post holder is required to maintain confidentiality at all times in all aspects of their work.

Equality and Diversity

The company's ambition is to work together to promote an inclusive environment both in terms of promoting diversity and equality to all our employees and the work we do with professionals and students and our partner organisations. Reducing healthcare inequality is at the centre of our work and we are committed to ensuring equality irrespective of race, gender, disability, belief, sexual orientation, age, or socioeconomic background. We tackle discrimination through positive promotion of equality challenging stereotypes and creating an environment which champions respect for all.

Team Briefing

The Company operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

Benefits

All volunteers will have access to career development resources and professional 121 mentoring services from senior members of the team. Work undertaken may also contribute to continuous professional development (CPD) accreditations, professional profiles will also be published and promoted online. This role is suitable for those wishing to enhance existing skills in leadership.

SUMMARY

This job description is an outline of the key responsibilities of the Workshop Lead role and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the company and its services, as well as the personal development needs of the post holder.

THE COMPANY IS AN EQUAL OPPORTUNITIES EMPLOYER



PERSONAL SPECIFICATION

Attributes	Essential	Desirable
Experience	Substantial experience in an administrative or secretarial setting	NHS/Health related experience
Education/Qualifications	GCSE <i>or equivalent</i> Experience in an administration role.	Health and Social Care <i>or</i> Education related qualification Project Management qualification
Information Technology Skills	Access to personal computer and internet. Access to and experience using Microsoft packages, including sending and receiving emails.	Experience with mentoring CRM systems
Communication Skill	Effective written communication skills. Ability to deal with enquires in a polite and diplomatic matter.	
Interpersonal Skills	Ability to commit to work as part of a busy environment. Able to work autonomously and without daily direction.	
Other	Able to work from home.	