

PROJECT ADMINISTRATOR - SGILIAU

TGP Cymru is the leading Wales based charity, which supports and represents vulnerable children, young people and families through a range of projects, training and campaigning. TGP Cymru services are funded by multiple funders and deliver services pan-Wales.



TGP Cymru Department: Advocacy Services

Responsible to: Sgiliau Service Manager

Location: Newport

Purpose of role:

Provide administration to TGP Cymru's Sgiliau Service. Sgilliau will provide skills building and work experience for young people aged 16-25 within a charity, craft and upcycling shop in Newport.

Accountabilities / Responsibilities

- Act as the first point of contact for service – dealing with routine internal and external enquiries, building and maintaining relationships
- Provide basic advice in respect to policies, procedures or service delivery
- Set up and maintain records and systems ensuring compliance with wider TGP Cymru policy
- Support staff in the use of TGP Cymru case management system, including induction of new practitioners, updates in team meetings and ongoing support
- Collate, input and maintain data for monitoring and reporting purposes
- Collate, verify and process paperwork relating to team expenses, HR issues and other required paperwork and ensure that deadlines are met
- Maintain petty cash system and ensure accurate records for all financial matters including the processing of invoices
- Organise and arrange team meetings and take minutes
- Assist with organising meetings, conferences, training and events including room / venue hire

Such other duties and responsibilities as may reasonably be required by the Organisation and which are consistent with grade

Performance Indicators

- Responsible for the delivery of key performance indicators and standards of practice.
- Quality of service and compliance against statutory, regulatory, organisational and best practice standards and requirements.
- Achievement of service and individual objectives and targets.

Line management responsibility (as of 31/10/21):

None

Budget management responsibility (as of 31/10/21):

None

Grade:

MS3

Working conditions:

21 - 35 hours per week, job share considered, with a flexible approach to the working week that will involve some weekend and evening working and occasional stay away from home overnight to attend meetings, conferences or training.

Travel to various locations across Wales and the UK is also required.

QUALIFICATIONS

- GCSE/O Level standard of education including English & Maths
- RSA Stage II Typing or equivalent word processing course

Skills and abilities / competencies

The post holder will be able to:

- Produce quality results in a service-orientated and timely manner and is committed to deliver agreed outcomes
- Work well with colleagues and partners and acknowledge the different ideas, perspectives and backgrounds of others
- Plan and organise work and manage time effectively
- Communicate effectively i.e. express information and ideas in a clear, concise and accurate manner; listen actively and ensure information is shared.
- Be open to new approaches and ideas, respond positively to change and adapt quickly to new situations
- Seek opportunities for continuous learning and professional growth.
- Use Microsoft Office products including office 365

Knowledge / Experience

The postholder will be able to demonstrate a sound understanding and record of achievement in the following:

- Admin within an office environment
- Use of Office 365
- Operating financial systems including petty cash, budget monitoring and control
- Dealing with members of the public and other agencies

Other

- Display TGP Cymru values and behaviours at all times and actively promote them in others
- Commitment to equality and diversity
- Full driving licence and have access to transport (*In certain circumstances consideration may be given to applicants who as a consequence of a disability are unable to drive.*)
- Ability to speak Welsh (desirable).