


Project Administrator – Team Around the Tenancy (TAtT)

<p>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.</p>	
<p>TGP Cymru Department: Family Services</p>	
<p>Responsible to: Team Around the Tenancy Manager</p>	
<p>Location: Home Based</p>	
<p>Purpose of role:</p> <p>To provide administration for TAtT</p>	
<p>Accountabilities / Responsibilities</p> <ul style="list-style-type: none"> • To maintain and foster good relations with young people, members of the public and professionals from other agencies. • To be the first point of contact at the project, dealing with telephone calls and exercising judgment regarding referral to other members of the team. • To deal with correspondence and phone calls not requiring the personal attention of other staff. • To maintain records and statistics and submit returns to Head Office in accordance with TGP Cymru procedures. • To support project staff in the use of TGP Cymru case management system, including induction of new staff, updates in team meetings and ongoing support, in discussion with the Team Manager. • To ensure that appropriate standards of confidentiality and security are maintained for computer data and other confidential information and to bring to the attention of the Team Manager any issues of concern. • To collate, verify and process paperwork relating to team expenses, HR issues and other required paperwork and ensure that deadlines are met. • To assist with organising meetings, conferences, training, and media events. • To maintain the project's diary and arrange meetings on behalf of the Project staff. • To Set up and maintain accurate filing and other information systems within the project • To process confidential reports, case-notes and other documents as required by project staff. • To take minutes at team meetings or management meetings as requested. • To keep an overview of expenditure and keep the Team Manager regularly updated. 	

- To ensure accurate system of records for all financial matters.
- To ensure that reports and information are circulated to appropriate staff.
- To Input, maintain, and collate data from monitoring forms on project database.
- To check accuracy and obtain authorisation of payment of invoices.
- 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.
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Line management responsibility:

None

Budget management responsibility:

£0

Grade:

Scale 1

Working conditions:

10 hours per week.

Some work outside of office hours is necessary requiring a flexible approach to the working week.

Occasional weekend work and occasional overnight stays to attend training / conferences /events or similar may be required.

Travel to various locations requiring a full driving licence and access to transport.

Qualifications

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

Skills and abilities / competencies

- Operating Admin Systems
- Working independently without direct supervision, demonstrating initiative when required.
- Managing workload appropriately, demonstrating efficiency and reliability, including meeting deadlines

Knowledge / Experience

- Previous office experience
- Use of Office365
- 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 (desirable but not essential)