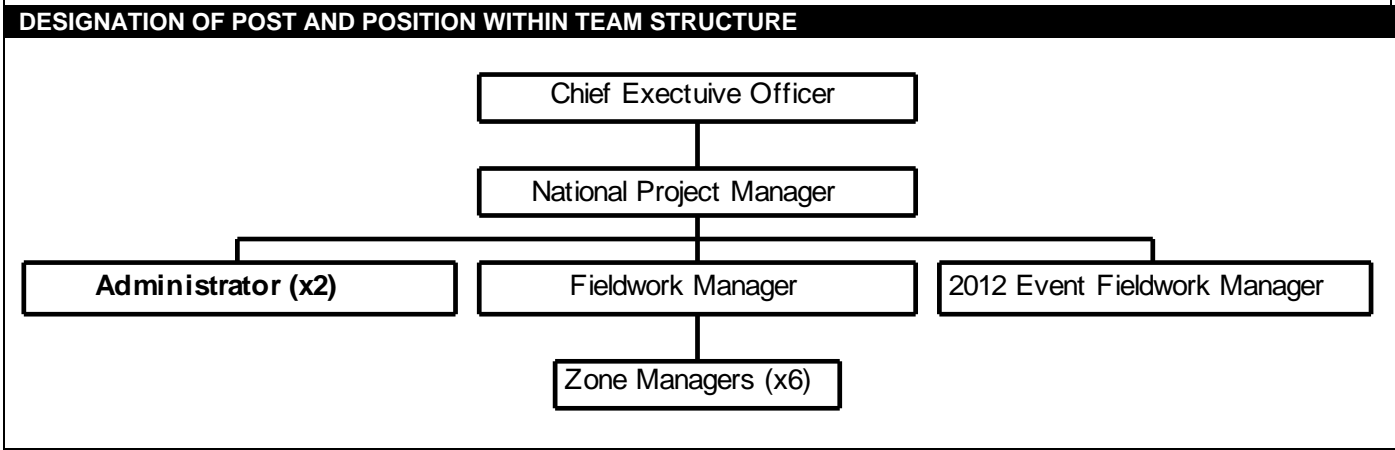


JOB DESCRIPTION

StreetGames – Co-operative StreetGames Young Volunteers	Location: Manchester
Job Title: Administrator	Grade/Salary Range: £ 14,447 - £15,342 Fixed term contract: Two year fixed contract

JOB PURPOSE

The National Project Administrator will be based in the North West StreetGames office in Manchester and will support the work of the National Implementation Team for the Co-operative StreetGames Young Volunteers Project. This role will also provide day to day contact for local projects delivering within the and will be Co-operative StreetGames Young Volunteers Project responsible for disseminating and collecting relevant project information.



- MAIN DUTIES AND RESPONSIBILITIES**
1. Deal with day to day telephone enquiries from a range of organisations and provide customer support to local projects.
 2. Collate project information and maintain project databases.
 3. Collate project plans and service level agreements.
 4. Provide routine administrative support for a range of national training and national events including taking minutes, writing letters, e-mail communication and organising information.
 5. Coordinate a range of National Project meetings, seminars and conferences, agreeing dates, booking venues and organising travel and accommodation arrangements.
 6. Assist with the collection of monitoring information from projects.
 7. Coordinate project network meetings in conjunction with the National Fieldwork staff and zone managers
 8. Co-ordinate the ordering, distribution and monitoring of Co-operative StreetGames Young Volunteers resources and materials to projects.
 9. Support the collection of project stories and case studies working with the appropriate officers..
 10. Work with the Project Managers and Finance Director on orders, invoices and other financial administration.
 11. Any other roles and duties that may be deemed appropriate for this role.

SCOPE OF JOB (Budgetary/Resource control, Impact)

This post will have no budgetary control and no line management responsibility.

Deadline for applications: 3rd February 2012 with interviews on 15th and 16th February 2012

Send CV & covering letter showing how you meet the requirements in the person specification to: jobs@streetgames.org

PERSON SPECIFICATION

StreetGames - Co-operative StreetGames Young Volunteers	Job Title: Administrator
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Qualifications / Education / Training:

1. Qualified to Level 2 standard (5 GCSE's Grade A – C, including English and Maths or NVQ equivalent).

Experience:

1. Experience of using email as a communication tool with a variety of organisations and individuals.
2. Experience of working in a team, including the ability to work flexibly and respond to urgent priorities.
3. Experience of convening a range of meetings, booking venues and organising travel and accommodation arrangements.
4. Experience of the process of ordering and invoicing for a range of goods or services.
5. Experience of monitoring budgets or financial transactions including dealing with and producing invoices.
6. Experience of event administration.
7. Experience of collecting and presenting monitoring information.

Skills and Abilities:

1. Strong verbal communication skills for understanding, explanation and problem-solving on the telephone and in person.
2. Able to use Microsoft Office applications, particularly Word for writing letters, producing minutes and reports; Excel for maintaining databases and financial transactions and Outlook for email, task management and diary management.
3. Excellent personal organisational skills with the ability to manage large amounts of information from a variety of sources.
4. Able to establish effective office systems for managing hard copies and electronic versions of project information.
5. Able to prioritise workload and be self-motivated.
6. Able to construct basic written reports from monitoring information and evaluation material.

Work Related Personal Requirements

This post will be subject to a Criminal Records Bureau check.