

“Working in partnership to influence and transform health and social care”



# Project Support Officer

---

£24,000 | 35 hours per week

[www.thevcsalliance.org.uk](http://www.thevcsalliance.org.uk)

# Job Description

**Post:** Project Support Officer

**Responsible to:** Executive Assistant

**Hours:** 35 hours per week (full-time)

**Salary:** £24,000

**Location:** Based at Perkin House, Bradford

**Special Conditions:** As part of this role, you will be required to work and travel across the Bradford District and Craven. While the VCS Alliance supports hybrid working, there is an expectation that you will be based at the office for at least two days per week.

**Benefits:** 28 days annual leave per year, plus bank holidays, and an additional day of leave for your birthday. Employee Assistance Programme, hybrid working, workplace pension, opportunities for professional development and free office parking.

## Purpose of the Post

Provide administrative support to programmes across the VCS Alliance, working closely with lead staff to ensure tailored support appropriate to each programme's needs.

The post will also provide general support to all staff and trustees across the VCS Alliance to ensure our work can run smoothly and effectively.



# Job Description

## Duties and Responsibilities

### Project Support

- Arrange meetings and, where necessary, take minutes and update relevant action logs.
- Work with the relevant staff to process invoices in a timely manner.
- Work with the relevant staff to support the development of marketing and communication materials.
- Work with the relevant staff to input data for programmes.
- Work with the relevant staff to collate and input monitoring information, such as case studies, workbooks.
- Work with the relevant staff to support the preparation of reports and progress updates.
- Work with relevant staff to support VCS Alliance events.

---

### Administration

- Complete relevant administrative tasks, including: record keeping, database management, printing, filing, booking meeting rooms, and ordering refreshments.
- Monitor the general office inventory and assess the need for additional resources.
- Contribute to VCS Alliance general administration through dealing with enquiries via the telephone, email and drop-ins.
- Contribute information to the VCS Alliance's newsletter/mailings/e-bulletins/website.
- Complete any other relevant administrative tasks.

# Job Description

## General Requirements

- Undertake such personal training as may be required to keep up to date and fulfil the professional requirements identified for this job description.
- Attend regular supervision sessions and staff meetings.
- Comply with all organisational policies and procedures.
- Undertake any other duties as prescribed by and agreed with your Line Manager.
- Work in-line with the VCS Alliance's Code of Conduct and to maintain good relationships both internally and externally.
- To work in accordance with the VCS Alliance's Aims, Objectives, and Values.
- To promote the VCS Alliance with all stakeholders during the duties of your work.



# Person Specification

Skills and Experience	Assessment
<b>Essential</b>	
Proficiency in Microsoft Office packages (Word, Excel, Outlook) and video conferencing tools (Zoom, Microsoft Teams)	Interview
Highly organised and able to multi-task	Application/Interview
Proficient in Excel, including data analysis and reporting	Interview/Task
Ability to present accessible, clear, and informative data reports	Interview/Task
Excellent interpersonal and communication skills, both oral and written	Interview/Task
Strong attention to detail and problem-solving skills	Interview
Motivated and can prioritise their own workload.	Application/Interview
Able to work independently and as part of a team	Application

# Person Specification

<b>Desirable</b>	
Experience in a similar role	Application
Experience writing reports	Application
Experience in conducting basic data analysis using excel	Application
<b>Values</b>	
<b>Essential</b>	
Commitment to Diversity and Inclusion	Interview
Commitment to working sustainably and flexibly	Interview
Demonstrates honesty, openness, and respect for everyone	Interview

# More info

---

## Notes

All job roles are subject to change from time to time and this job description will be reviewed regularly. The job description is a guide to the work that you will be required to undertake and represents a range of responsibilities commensurate with the seniority of the post.

This post is subject to a 3-month probationary period.

---

## Application

Please see our [Job Application Pack](#) for how to apply and the full information about our Application and Recruitment process.

## Contact

If you would like to know more about this exciting opportunity or if you have any questions - please contact Carmen, Executive Assistant, by emailing: [Carmen@thevcsalliance.org.uk](mailto:Carmen@thevcsalliance.org.uk)

## Deadline:

The closing date for applications is Midnight on the evening of **Sunday 10 May**. Interview times are to be confirmed.

---