

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



Project Officer

£24,500 | 35 hours per week

www.thevcsalliance.org.uk

Job Description

Post: Project Officer

Responsible to: Executive Assistant

Hours: 35 hours per week (full-time)

Salary: £24,500

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

To support Relationship Managers and Senior Relationship Manager in the delivery and servicing of programmes across the VCS Alliance, providing tailored administrative and coordination 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. This is an entry level role, and full support and training will be provided.



Job Description

Duties and Responsibilities

Programme and Project Support

- Support Relationship Managers and Senior Relationship Manager in the day-to-day delivery and servicing of their programmes.
 - 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 with finance queries.
 - Work with the relevant staff to support the development of marketing and communication materials.
 - Work with the Data Analyst relevant staff to input data for programmes.
 - Work with the relevant staff to collate and input monitoring information, such as case studies and workbooks.
 - Work with the relevant staff to support the preparation of reports and progress updates.
 - Work with relevant staff to organise and support VCS Alliance events.
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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 and website.
- Handle all information in line with the VCS Alliance's data protection and confidentiality policies and relevant data protection legislation.
- Complete any other relevant administrative tasks.

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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
Essential	
Confident using Microsoft Office packages (Word, Excel, Outlook) and video conferencing tools (Zoom, Microsoft Teams)	Application/Interview
Highly organised and able to multi-task	Application/Interview
Excellent interpersonal and communication skills, both oral and written	Interview/Task
Strong attention to detail and problem-solving skills	Interview
Motivated and able to prioritise their own workload	Application/Interview
Able to work independently and as part of a team	Application/Interview
Able to travel across the Bradford District and Craven as required	Application
Good standard of literacy and numeracy, for example GCSE English and Maths at grade 4 / C or above, or equivalent experience	Application

Person Specification

Desirable	
Experience in a similar administrative or support role	Application
Experience writing reports	Application
Proficient in Excel, including basic data analysis and reporting	Application/Task
Ability to present accessible, clear and informative data reports, or a willingness to develop this	Interview/Task
A relevant qualification, such as business administration or customer service, or working towards one	Application
Values	
Essential	
Commitment to Diversity and Inclusion	Interview
Commitment to working sustainably and flexibly	Interview
Demonstrates honesty, openness, and respect for everyone	Interview

We welcome applications from people of all backgrounds, and particularly encourage applications from groups currently underrepresented in our workforce. If you meet most but not all of the criteria, we would still love to hear from you.

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

Deadline

The closing date for applications is Midnight on the evening of **Sunday 27 September**.

Interviews will be held on **Monday 12 October**.
