

JOB TITLE	Business Support Officer
HOURS	Part time - 18 hours per week over 3 or 4 days
SALARY	Salary- £21618 based on 37 hour week

JOB PURPOSE

To ensure the effective day-to-day operation of Rainbow PCF through the implementation and development of sound finance, HR, governance and other administrative systems.

To provide administrative and project support to Rainbow PCF Big Lottery Funded project; supporting delivery of events, activities and managing associated participation and engagement work-streams. To work as part of a small team to deliver small funded projects with support from the Project Officer and Chief Executive.

JOB RESPONSIBILITIES

General and strategic

- Reporting to the Chief Executive, manage and review the delivery of funded projects, ensuring spend is in line with set budgets.
- Manage and review internal policies and procedures that relate to the effective and sound operation of financial, HR and governance matters for Rainbow PCF.
- Agree and deliver against an annual work-plan, based on the Rainbow PCF Business Plan, which contributes to achieving organisational priorities.
- Maintain records and evidence of activity which support the successful delivery of the annual work-plan and compliance with funders' monitoring requirements.
- Be available to work 2 Saturdays per month supporting the delivery of the core Rainbow sessions.

Business Support

- Set up and maintain office systems, including document retention and archiving.
- Set up and maintain HR administrative systems, including timesheets, sickness absence and annual leave records, confidential personnel files, recruitment administration and health and safety records.
- Assist in the organisation of internal and external communication activities, including helping with the production of regular bulletins, updating & maintaining the database, updating information resources and updating the Rainbow PCF website and social media sites.
- Support the work of the team, including organising and managing meetings calendars, information circulation and being the first point of contact for queries.
- Contribute to the development and effective running of an office base for the team.
- Act as a contact point for external organisations accessing the activities and events of Rainbow PCF, including answering the telephone and dealing with incoming post and e-mails.
- Coordinate the administration of conferences, meetings and events, including booking venues, information circulation, maintaining contact lists and mailings using a database, producing delegate packs & managing delegate lists.

Other

- Represent Rainbow PCF at external meetings and events as necessary.
- Undertake any other duties, consistent with position and salary grade that might reasonably be required by the line manager under the terms of this job description.

PERSON SPECIFICATION

Essential:

1. Ability to work as part of a team with excellent communications skills, both verbal and written.
2. Experience of setting up and maintaining a range of office systems, including databases, finance and HR.
3. Experience of organising and co-ordinating meetings, conferences and events.
4. Excellent time keeping and organisational skills with the ability to work to deadlines in a pressurised environment and managing own time and workload.
5. Experience of working on projects which require close attention to detail with the ability to collate, interpret and manage statistical data and records in line with current monitoring and reporting requirements.
6. Experience in dealing with sensitive and confidential information.
7. High level of computer literacy including use of the full Microsoft Office suite plus experience of drafting e-mails and other written communications for internal and external use.
8. A commitment to ongoing personal professional development and a willingness to develop new skills and become involved in new areas of work.
9. A good understanding of equality and diversity issues and a willingness to comply with our organisational HR policy requirements.

Desirable:

1. Educated to degree level, NVQ4 or equivalent standard.
2. Experience of working within an organisation that supports families with children and young people with special educational needs and disabilities.
3. Experience of working in the Voluntary & Community Sector with an organisation in receipt of grant funding.
4. Experience of using a website content management tool.
5. Experience of managing social media.
6. Knowledge of financial management systems and/or QuickBooks.
7. Experience of working with volunteers.

Email support@rainbowpcf.org.uk for an application pack

Closing date: Thursday 6 April 2023 at 17:00