



JOB DESCRIPTION

Job title:
Administrator

Reporting to:
Project Manager - Positive People (Devon)

Salary Level:	Type of position:	Hours per week
£18,500 circa	✓ Full-time	40

General description:

Supporting the Devon BBO Positive People project by undertaking a variety of administrative tasks such as coordinating events, maintaining accurate project documentation and ensuring the team has adequate support to work efficiently and effectively.

Key Result Areas:

- Providing high quality administrative support to the project team.
- Ensuring all participant and project records are up to date, accurate and in accordance to GDPR law.
- Ensuring affective processes are in place for the project to run smoothly.

Major Duties:

1. Provide effective administrative support to the Digital Positive People team.
2. Schedule events and meetings and take minutes where necessary.
3. Prepare and provide documentation for the project.
4. Order resources, like equipment and software.
5. Retrieve necessary information (e.g. participant documents and relevant case studies).
6. Support the Project manager and Digital change coaches in the monitoring of project progress and address potential issues.
7. Coordinate quality controls to ensure deliverables meet requirements.
8. Answers phone calls and transfers them as necessary.
9. Support the team in ensuring accurate records are kept for participants on the CMS and in hard copy files.
10. Preparing documentation and resources for events and training sessions.
11. Attend and support project events when needed.

12. Assist in purchase orders and invoicing.
13. Create events in Eventbrite.
14. Keeping the project dashboard up to date.
15. Support in the creation of presentations.
16. To uphold the values and ethos of Cosmic
17. Other duties as required in line with the responsibilities of this post.
18. Uphold and comply with Data Protection and confidentiality standards.

Employer

Approved by:

Signature:

Name:

Title:

Date:

Employee

Accepted by:

Signature:

Name:

Date: