



WORKERS' EDUCATIONAL ASSOCIATION NORTH WEST REGION

July 2017

Dear Applicant,

Building Better Opportunities (BBO) – Project Administrator post for the Working Well Project (0.6 FTE, 21 hours per week). Fixed term until 31st July 2019.

Thank you for showing an interest in our recent advertisement. We have put together a pack of information that should provide you with a clear understanding of the role and the context that it will operate in. The contents of the pack are:

- Background
- Job Description
- Person Specification
- Summary of Contractual Terms & Conditions

The Application Form and Equal Opportunities Monitoring form for you to complete are enclosed as an additional document.

Please refer to the Job Description and Person Specification when completing the application form, to ensure that you include all relevant information about yourself.

Please note: we will only consider applications on the enclosed application form and emailed to the address given below. Any application not emailed or not using the correct form will be excluded from selection.

Please ensure that your completed Application and Equal Opportunities Monitoring Forms are emailed to recruitment@wea.org.uk by the closing date of 12 noon on Monday 7th August 2017. Interviews will be held on Wednesday 16th August 2017.

Further information on the WEA including our Equality, Diversity and Inclusion Policy and Statements can be found on our website: <http://www.wea.org.uk>.

Once again thank you for your interest.

Kind Regards

Louise Barrowcliffe

Louise Barrowcliffe
Recruitment Advisor

Registered Charity in England and Wales (number 1112775) and in Scotland (number SCO39239) and a Company limited by guarantee in England and Wales (number 2806910)
Registered office: 4 Luke Street, London, EC2A 4XW



WORKERS' EDUCATIONAL ASSOCIATION NORTH WEST REGION

BACKGROUND INFORMATION

Founded in 1903, the Workers' Educational Association (WEA) is a charity and the UK's largest voluntary sector provider of adult education. In 2015/16 we delivered 9,700 part-time courses for over 70,000 students in England and Scotland with classes in almost every local authority area and our work in England was assessed in 2014 as 'Good' by Ofsted.


With the support of over 400 local branches, 3,000 volunteers, 2,000 part-time tutors and our active membership, the WEA provides high quality, student-centred and tutor-led education for adults from all walks of life. We bring education into the heart of communities, helping people learn whatever they want – from Maths and English to local history. Our courses are created and provided through our regional offices and volunteer-led branches, often in partnership with local community groups and organisations.

We believe learning is for everyone and learning is for life. It helps people feel that anything is possible. It can be life-enhancing and life-changing – improving health, self-confidence and creating positive changes that ripple out from individuals to communities.

Building Better Opportunities (BBO)

Big Lottery Fund is matching funds from the European Social Fund (ESF) 2014-2020 to invest in local projects tackling the root causes of poverty, promoting social inclusion and driving local jobs and growth.



|  Job Description | | | |
|---|---|---------------------------|----------------------------------|
| Job Title: | BBO Project Administrator | | |
| Business Unit: | North West Region | | |
| Grade: | Grade 6 | FTE & Duration | 0.6FTE fixed term till July 2019 |
| Reports to: | BBO Project Manager | | |
| Direct reports: | No Direct Reports The post holder may on occasion be required to train temporary or agency staff. | | |
| Place of work: | Carlisle | | |
| Purpose of the role: | <p><i>All posts at the WEA will support the vision for "A better world - equal, democratic and just; through adult education the WEA challenges and inspires individuals, communities and society."</i></p> <p>The post holder will undertake core activities to support the administration and compliance on the Building Better Opportunities (BBO) Working Well Project across Carlisle and Eden.</p> <p>This post is jointly funded by The Big Lottery Fund and European Social Fund</p> | | |
| KEY AREAS OF RESPONSIBILITY | | | |
| <ol style="list-style-type: none"> 1. Support the BBO Working Well Project Manager to ensure that project checklists are completed and all relevant staff are provided with key information. 2. Monitor and report ongoing project progress to the BBO Working Well Project Manager 3. Oversee the collection and retention of auditable evidence provided by the BBO project team, sessional staff and participants, ensuring compliance with BBO requirements 4. Provide support and guidance to all relevant WEA staff, ensuring they fully understand all compliance requirements for BBO Working Well Project 5. Support the BBO Working Well Project Manager to collate quarterly claims, ensuring they are complete and valid with all supporting evidence provided. 6. Support the BBO Working Well Project Manager to enable WEA to respond to information | | | |



requests, claims or reports.

7. Ensure all paperwork and evidence are complete and archived in place for BBO audits, in line with BBO document retention policy.
8. The post holder has no direct budgetary responsibility
9. Undertake such other duties as reasonably requested by your manager

PERSON SPECIFICATION

Essential Criteria

Qualifications

- GCSE or NVQ Level 3 qualification

Knowledge & experience

- Project administration
- Demonstrate experience in developing processes and procedures for project management
- Previous track record of monitoring and reporting project activity
- Experience of financial systems and procedures, including audit systems
- Experience in maintaining accurate and comprehensive records

Organisation and communications

- Effective organisational and time management skills.
- Effective communication skills including ability to build relationships and work with a range of stakeholders in an education context.
- Ability to operate on own initiative, respond flexibility to new challenges and to work effectively in teams.

Resource and people management

- Experience of working with a range of stakeholders
- The post holder may on occasion be required to train temporary or agency staff
- Ability to monitor progress, work to targets and work with data.
- Demonstrate a methodical and accurate approach to work



General

- Excellent IT skills including a significant commitment to the use of educational and communications software to support teaching, learning and development.
- Numeracy skills (e.g. proven ability in managing and reporting budget figures accurately)
- Comply with all the Association's Policies and Procedures, i.e. Code of Conduct, Health and Safety and Equality Diversity and Inclusion (EDI) Policy

Desirable Criteria

- An appreciation of the challenges of working for a Charity to improve lives
- Willingness to travel within LCR



SUMMARY OF CONTRACTUAL TERMS AND CONDITIONS

| Location: | Carlisle | | | | | | | | | | | | |
|-----------------------------|--|---------|----------|----|----|----|----|----|----|----|----|----|----|
| Salary Scale Grade 6 | Range £17,593 (Normal starting salary) - £19,552 per annum Pro rata for part-time posts | | | | | | | | | | | | |
| Hours of Work: | 21 per week | | | | | | | | | | | | |
| Annual Leave: | 30 days plus UK bank holidays (Pro rata for part-time posts) and the period between Christmas and New Year. | | | | | | | | | | | | |
| Pension: | WEA defined contributions pension scheme managed by NOW: Pensions <table> <thead> <tr> <th>You Pay</th> <th>WEA Pays</th> </tr> </thead> <tbody> <tr> <td>2%</td> <td>3%</td> </tr> <tr> <td>3%</td> <td>4%</td> </tr> <tr> <td>4%</td> <td>5%</td> </tr> <tr> <td>5%</td> <td>6%</td> </tr> <tr> <td>6%</td> <td>7%</td> </tr> </tbody> </table> | You Pay | WEA Pays | 2% | 3% | 3% | 4% | 4% | 5% | 5% | 6% | 6% | 7% |
| You Pay | WEA Pays | | | | | | | | | | | | |
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| 5% | 6% | | | | | | | | | | | | |
| 6% | 7% | | | | | | | | | | | | |
| Parental Leave: | Generous WEA Parental and Personal Responsibilities Leave | | | | | | | | | | | | |
| Other Benefits | Child Care Voucher scheme in operation Season ticket loans available for public transport users Cycle Scheme Employee Assistance Programme Credit Union | | | | | | | | | | | | |