



WORKERS' EDUCATIONAL ASSOCIATION NORTH WEST REGION

July 2018

Dear Applicant,

Building Better Opportunities (BBO) – Project Administrator post for the BBO ReachIT Project – Digital Inclusion in Lancashire (1.0 FTE, 35 hours per week). Fixed term until 31st March 2020

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 midnight on Sunday 22nd July 2018.

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

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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 dedicated to bringing high-quality, professional education into the heart of communities. With the support of nearly 3,000 volunteers, 2,000 tutors and over 10,000 members, we deliver friendly, accessible and enjoyable courses for adults from all walks of life. Our members also help support our mission and campaign for adult education. Assessed 'Good' by [Ofsted in 2018](#), we have classes in almost every area of England and Scotland.


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:	6	FTE	1.0 FTE fixed term till 31 st March 2020
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:	Preston		
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) ReachIT Project – Digital Inclusion in Lancashire</p> <p>This post is jointly funded by The Big Lottery Fund and European Social Fund</p>		

KEY AREAS OF RESPONSIBILITY

1. Support the BBO ReachIT - Digital Inclusion in Lancashire Project Manager to ensure that project checklists are completed and all relevant staff and partners are provided with key information.
2. Monitor and report ongoing project progress to the BBO ReachIT - Digital Inclusion in Lancashire Project Manager and ReachIT Board meetings.
3. Provide an administrative role within the team, arranging meetings, training sessions, presentations etc.
4. Provide support and guidance to all ReachIT partners, ensuring they fully understand all compliance requirements for BBO ReachIT Project
5. Support the BBO ReachIT - Digital Inclusion in Lancashire Project Manager to enable WEA to respond to information requests, claims or reports.

6. Undertake such other duties as reasonably by your manager

To be used in conjunction with relevant Person Specification

 Adult Learning Within Reach	Person Specification		
Criteria	Essential (✓)	Desirable (✓)	Assessment Method (for recruitment only) A – application form I – interview T - test
Education & Qualifications			
GSCE or NVQ Level 3 qualification	✓		A
Experience			
Project administration	✓		A/I
Demonstrate experience in developing processes and procedures for project management	✓		A/I
Previous track record of monitoring and reporting project activity	✓		A/I
Experience of financial systems and procedures, including audit systems	✓		A/I
Experience in maintaining accurate and comprehensive records	✓		A/I
Experience of working with a range of stakeholders	✓		A/I
Knowledge & Skills			
Effective organisational and time management skills	✓		A/I
Effective communication skills including ability to build relationships and work with a range of stakeholders in an education context	✓		A/I
Ability to operate on own initiative, respond flexibility to new challenges and to work effectively in teams	✓		A/I
Ability to monitor progress, work to targets and work with data	✓		A/I
Demonstrate a methodical and accurate approach to work	✓		A/I
Excellent IT skills including a significant commitment to the use of educational and communications software to support teaching, learning and development	✓		A/I
Numeracy skills (e.g. proven ability in managing and reporting budget figures accurately)	✓		A/I
Competencies			
Student and WEA values focused (Level 2)	✓		A/I
Achieves results (Level 2)	✓		A/I
Works collaboratively with others (Level 2)	✓		A/I
Manages self, learning and personal development (Level 2)	✓		A/I



Delivers excellent service (Level 2)	✓		A/I
Additional Requirements			
Comply with all the Association's Policies and Procedures, e.g. Code of Conduct, Health and Safety and Equality and Diversity Policy.	✓		A/I
A willingness to travel within the UK.		✓	A/I
An appreciation of the challenges of working for a Charity to improve lives		✓	A/I

To be used in conjunction with relevant Job Description



SUMMARY OF CONTRACTUAL TERMS AND CONDITIONS

Location:	Preston												
Salary Scale Grade 6	Range £17,593 (Normal starting salary) - £19,552 per annum Pro rata for part-time posts												
Hours of Work:	35 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%
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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												