



Tros Gynnal Plant  
Standing up for Children

## **JOB DESCRIPTION**

**JOB TITLE:** Project Administrator

**OFFICE LOCATION:** Western Bay

**LINE MANAGER:** Team Manager

**SUPERVISORY RESPONSIBILITIES:** None

**PRINCIPAL JOB PURPOSE:** To provide full administration for Tros Gynnal Plant Western Bay Project

### **DUTIES & RESPONSIBILITIES**

1. To maintain and foster good relations with members of the public, young people and professionals from other agencies.
2. To be the first point of contact at the project, dealing with visitors and telephone calls and exercising judgment regarding referral to other members of the team.
3. To deal with correspondence and phone calls not requiring the personal attention of other staff.
4. To ensure the project is presented in an acceptable and professional manner
5. To order and maintain stationary and printed forms.
6. To ensure that project equipment is maintained in a serviceable condition.
7. To maintain records and statistics and submit returns to Head Office in accordance with Tros Gynnal procedures.
8. To ensure that appropriate standards of confidentiality and security are maintained for computer data and other confidential information and to bring to the attention of the Project Leader any issues of concern.
9. To verify and process paperwork relating to Personnel and Salaries and ensure that deadlines are met.
10. To assist with organising meetings, conferences, training and media events.
11. To Set up and maintain accurate filing and other information systems within the project
12. To record incoming and outgoing mail.
13. To process confidential reports, case-notes and other documents as required by project staff.
14. To take minutes at team meetings or management meetings as requested.
15. To keep an overview of expenditure and keep the Project Leader regularly updated.
16. To maintain petty cash system and ensure accurate system of records for all financial matters.
17. To maintain copies of Tros Gynnal Policies and Procedures, Staff Handbook and Social Work Handbook.
18. To ensure that reports and information are circulated to appropriate staff.
19. To Input, maintain and collate data from monitoring forms on project database.
20. To check accuracy and obtain authorisation of payment of invoices.
21. Such other duties and responsibilities as may reasonably be required by the Organisation and which are consistent with grade.

**WORKING CONDITIONS**

17.5 hours per week.

***Core competencies (Applicable to all staff)  
alongside specific National Occupational Standards***

<b>Communicating Effectively:</b>	Expresses information and ideas in a clear, concise and accurate manner; listens actively and ensures information is shared
<b>Respecting Individual and Cultural Differences:</b>	Demonstrates the ability to work constructively with people of all cultures gender and backgrounds
<b>Showing Team Spirit:</b>	Develops effective relationships with colleagues and team members within and across the organisation
<b>Managing Yourself:</b>	Manages own behavior in a self-reflective manner and seeks opportunities for continuous learning and professional growth
<b>Producing Results:</b>	Produces quality results in a service-oriented and timely manner and is committed to deliver agreed outcomes
<b>Embracing Change:</b>	Is open to new approaches and ideas, responds positively to change and adapts quickly to new situations

## **COMPETENCIES AND OCCUPATIONAL STANDARDS**

### **BAA - Operating Admin Systems**

***Plan, implement and monitor administrative services to meet specified needs and recommend improvements where necessary.***

*Including -Computer Office Application, Office Equipment, making and receiving of telephone calls*

### **BAA- Organising and Coordinating**

***Plan and organise meetings, ensuring the necessary activities are carried out before, during and after the meeting.***

*Including – Diaries, Minutes and Mail*

### **BAC - Hosting Office Function**

***Meet and welcome visitors ensuring visitors' needs are met while presenting a positive image of the organisation.***

*Including - reception services*

### **BAD – Maintaining Information Storage**

***Use different information systems to store and retrieve information.***

*Including - Paper and electronic filing Systems*

### **BAF – Purchasing Products and Services**

***Identify and obtain relevant products and services to meet agreed specifications as negotiated with suppliers to achieve best value for money.***

*Including – Maintaining and issuing stationery*

Link: [NOS Business and Administration](#)

## PERSON SPECIFICATION

*(Specific to this role)*

*When completing your application form, please ensure you include evidence of how you meet all the essential criteria/requirements outlined. If you meet any of the desirable requirements, please also include evidence of this. Before completing the application form, you should ensure you read:-* \*'Guidelines for completing the application form'

*\*'Guidance on writing competency statements for a job application'*

*\*'Matching Competencies to National Occupational Standards.'*

<b>REQUIREMENTS:</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>HOW MEASURED</b> Application Form (A) Interview (I) Documentation (D) Test (T)
<p><b>COMPETENCIES</b></p> <p>In line with the National Occupational Standards (NOS) the post-holder will need to evidence skills, knowledge and understanding in their Competency Statements around: <i>(See Appendix 1)</i></p> <p>Operating Admin Systems Organising and Coordinating Hosting Office Function Maintaining Information Storage Purchasing Products and Services</p>	<p>E E E E E</p>	<p>A-I A-I A-I A-I A-I</p>
<p><b>QUALIFICATIONS</b></p> <p><i>GCSE/O Level standard of education including English language</i></p> <p><i>RSA Stage II Typing or equivalent word processing course.</i></p>	<p>E D</p>	<p>A – D</p>
<p><b>EXPERIENCE</b></p> <p><i>Previous office experience</i> <i>Minute Taking</i> <i>Providing administrative support to Managers</i></p>	<p>E E E</p>	<p>A-I A-I A-I</p>
<p><b>OTHER</b></p> <p>The ability to speak Welsh Full driving licence</p>	<p>D E</p>	<p>A – I A – I</p>

# APPENDIX 1

<b><i>Matching Competencies to National Occupational Standards</i></b> <b>Administrator</b>	
When completing your Application Form you should evidence as many elements as possible of the skills, knowledge and understanding indicated in the right hand column.	
<b>Essential Criteria:</b>	<b>We are looking for evidence of -</b>
<b>General Admin Experience</b>	<ul style="list-style-type: none"> <li>• Previous office experience</li> <li>• Minute Taking</li> <li>• Providing administrative support to Managers</li> </ul>
<b>Competencies:</b>	<b>We are looking for evidence of -</b>
<b>Operating Admin Systems</b>	<ul style="list-style-type: none"> <li>• How you have implemented administrative services according to agreed plans and checked that they are being used correctly</li> <li>• How you have used Word, Excel and/or Power-point or similar software</li> <li>• How you are able to use a range of office equipment</li> </ul>
<b>Organising and Coordinating</b>	<ul style="list-style-type: none"> <li>• How you have organised an event or meeting</li> <li>• How you have made, updated and co-ordinate appointments in a diary system</li> <li>• How you have produced accurate records of discussions and decisions taken (action logging) during meetings</li> <li>• How you have organised the distribution and collection of incoming and outgoing mail</li> <li>• How you have made, received or transferred telephone calls</li> </ul>
<b>Hosting Office Function</b>	<ul style="list-style-type: none"> <li>• How you have met and welcomed visitors ensuring their needs are met while presenting a positive image of your organisation. How you have maintained a reception role to enhance the vision and brand of your organisation</li> </ul>
<b>Maintaining Information Storage</b>	<ul style="list-style-type: none"> <li>• How you have used different information systems to store and retrieve information</li> <li>• How you have archived and retrieved information</li> </ul>
<b>Purchasing Products and Services</b>	<ul style="list-style-type: none"> <li>• How you have identified and obtained relevant products and services to meet agreed specifications and negotiated with suppliers to achieve best value for money.</li> <li>• How you have maintain, ordered, checked and issued stationery stock items suppliers</li> </ul>