

JOB DESCRIPTION

Job Title:	Project Administrator
Department:	Finance & Operations
Reporting to:	Project Manager/Finance Director
Location:	Head Office and Home

PURPOSE OF ROLE:

Provide an efficient and responsive administration service to support a project managed software roll out of internal processes in creating systems user guides.

MAIN DUTIES AND RESPONSIBILITIES

- Collate and gather information across teams and departments in a timely and effective way as directed by the Project Manager/Finance Director.
- Support a project team in accurately typing up process notes to create a system user guide and provide wider typing support for the project team
- Create screen grabs of data and information to provide accurate and clear user guides
- Input, log and clean up existing data as required using database systems and Excel spreadsheets
- Organise online and in person meetings and note-take and take forward action points as required
- Support and work alongside the Project Manager and wider project team to meet project deadlines
- Process data and information to make sure systems notes are updated accurately and are up to date at all times
- Type up and respond to all routine correspondence to ensure queries are responded to and handled appropriately and within reasonable timescales
- Undertake general admin tasks as required, maintaining spreadsheets and databases to support the project's development

FLEXIBILITY STATEMENT

In addition to the duties and responsibilities outlines, you must be prepared to undertake such additional duties which may result from changing circumstances, but which may not of necessity change the general character or level of responsibility to the post.

CONFIDENTIALITY

Ensure, in the course of employment, complete confidentiality is maintained in respect of the Charity, its dealings, transactions, affairs and all other information relating to clients, participants, associates, staff etc. and to ensure that all information relating to the above is processed in accordance with the Data Protection Act 2018.

COMPETENCE

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager.

RISK MANAGEMENT

It is a standard element of the role and responsibility of all staff within the Charity fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

HEALTH AND SAFETY REQUIREMENTS

All employees of the Charity have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Charity to meet its own legal duties and to report any hazardous situations or defective equipment.

SMOKING

All employees, whilst in Tenovus Cancer Care's employment, are required to adhere to the Charity's no smoking policy. Any breach of this policy will be deemed as gross misconduct.

WORKING WITH VOLUNTEERS

All employees, whilst in Tenovus Cancer Care's employment, may be required to recruit and manage volunteers. This is an expectation for all roles at Tenovus and full support will be provided by Tenovus' Volunteering department.

EQUAL OPPORTUNITIES

The Charity is committed to providing equal opportunities in employment and to avoiding unlawful discrimination in employment and against customers. All employees are expected to promote equal opportunities for staff and clients in accordance with the Charity's Equal Opportunity Policy and Procedure.

VALUES

The charity works within a culture that reflects the following values – Respectful, Bold, Creative, Supportive and Inspiring. All employees are expected to demonstrate and reflect these values in their day to day activities.

PERSON SPECIFICATION

	Essential	Desirable
<i>Experience & Knowledge</i>		
Previous experience of working in an administrative role	●	
Experience of working with Word, spreadsheets and databases	●	
Experience of working in a customer support environment	●	
Data entry and inputting experience using Word, Excel and databases	●	
Competent in using Microsoft O365 and Teams	●	
Experience of having worked as part of a project team		●
<i>Skills:</i>		
Strong organisational skills, with the ability to multi-task, prioritise and manage time effectively	●	
Demonstrates high attention to detail and maintains accuracy	●	
Excellent verbal and written communication and interpersonal skills	●	
Able to work to deadlines with a high level of accuracy and attention to detail	●	
Excellent MS Word, Excel, Outlook and database skills	●	
Able to work on own initiative and as part of a team	●	
Able to deal with issues calmly, effectively and in a professional manner	●	
Ability to communicate in Welsh		●