



# Job Description

<b>Job Title</b>	Newham Voluntary, Community & Faith Sector Infrastructure Project Administrator
<b>Hours</b>	Parttime (21 hours/week) worked flexibly, normally between 9:00-18:00 Mon-Fri (with some evening/weekend working as required).
<b>Term</b>	Fixed term to end August 2023, with a possibility of 1-year extension subject to funding
<b>Reporting to</b>	Project Lead
<b>Responsible for</b>	Project volunteers, as required
<b>Location</b>	Combination of office-based, home, and peripatetic working, primarily within the London Borough of Newham. Ideally predominantly office-based, as COVID restrictions permit. Current office address: 170 Harold Road, Plaistow, London E13 0SE.
<b>Benefits</b>	£23,000 pa (pro rata); 25 days' annual leave per annum plus public holidays (pro rata); employer contribution to pension of 3%.
<b>Purpose of the post</b>	To provide administrative support to promote the smooth and timely running of our council-funded project delivering infrastructure support and capacity building to voluntary, community and faith groups, organisations, and the sector as a whole, within the London Borough of Newham.
<b>Background</b>	<p>Compost London CIC was established in 2017 to help voluntary, community and faith groups and organisations to grow and thrive. Drawing on decades of experience of community development and capacity building in Newham and beyond, we offer a range of support services and consultancy including: mentoring, training, research and evaluation, organisational review and planning. We also host Newham's ESOL Exchange, co-run the Evaluation Exchange (in partnership with UCL), and administer our in-house Nourish Fund to ensure cost is not a barrier to groups most in need of our services.</p> <p>Since the start of the pandemic, we have worked closely with Newham Council to map the sector's COVID response and resultant needs, and to help begin to bring the public and VCF sectors into more effective partnership for the people of Newham.</p> <p>We have been awarded a contract by Newham Council to deliver a range of infrastructure and capacity-building support to the VCF sector within the borough. This work will seek to:</p> <ul style="list-style-type: none"> <li>• Connect, coordinate and support collaboration across the sector.</li> <li>• Map the sector, its provision and needs.</li> <li>• Develop a 'bank' of information and resources to be freely shared with the sector to enhance good practice.</li> <li>• Deliver a programme of activity to develop skills, confidence and networks across the sector.</li> <li>• Develop and enhance positive working relationships between the London Borough of Newham and the Voluntary Community and Faith (VCF) sector.</li> <li>• Coordinate the sharing of information, news and opportunities to and for the sector.</li> <li>• Identify common issues and convene sector experts to co-produce solutions within the borough.</li> <li>• Showcase and celebrate Newham's VCF sector both within and beyond the borough.</li> </ul>

## Key responsibilities

The role holder will work as part of a small project team to achieve the aims and ambitions of the tender, by providing administrative support to ensure the project's smooth and timely delivery. In particular:

- General day-to-day office administration (answering phone, booking appointments, managing project diary and planner, monitoring emails to the central account and ensuring they are directed to the right person, ordering supplies, checking invoices).
- Administration of all conferences and events (responsible for booking system, liaising with venues, ensuring event materials and equipment is in place, corresponding with attendees, organising refreshments, processing expense claims, recording attendance, ensuring access, dietary or cultural requirements of learners and trainers are accommodated).
- Triaging enquiries and liaising with groups/organisations.
- Maintaining and updating records of groups/organisations and their engagement with our services.
- Collecting and collating evidence for project monitoring and evaluation.
- Providing administrative and clerical support to the project's steering group, network forums, task & finish groups, and other working parties (eg: booking venues and attendees, organising refreshments, circulating papers, taking minutes, processing expenses, assisting with procurement).
- Proof-reading and formatting reports and resources ready for publication.
- Recording project staff sickness, holiday and absence and training & development.
- Helping project staff with other and ad-hoc administrative tasks as required.
- Supervision of project volunteers as required.
- Participate in project and wider organisational team and planning processes and meetings, as well as regular one-to-one management supervisions.
- Other reasonable duties required from time to time in furtherance of the project.

## Person Specification

Skills & Abilities:	Essential (E)/ Desirable (D)
Excellent listening, verbal & written communication skills. Able to work effectively with a diverse range of people.	E
Excellent time-management and organisational skills.	E
Sound numeracy skills.	E
Able to work effectively both as part of a team and independently.	E
High level of computer literacy, including working knowledge of MS Office (especially Word, PPT, Excel and Outlook), and video conferencing platforms such as Zoom.	E
Digital skills (eg: including website management, social media, and other digital communication platforms).	D
Knowledge & experience:	
Experience of providing administrative support to a small team or project.	E
Experience of working within the VCF sector or understanding of how this may differ from performing a similar role in the private or public sector.	E
Experience of working in a public-facing role, triaging and responding to requests.	E
Experience of providing ongoing administrative support to meetings or forums.	E
Experience of providing administrative support for events or conferences.	D
Understanding of the VCF sector in Newham and its challenges and opportunities.	D
Experience of collecting and collating records and other monitoring evidence, ideally using a Customer Relationship Management programme.	D
Experience of working alongside and supervising volunteers	D

Attitudes & qualities:	
Keen eye for detail, systematic yet flexible approach, positive, can-do attitude.	E
Commitment to Compost's ethos and values, including collaboration & co-production, accountability & transparency, honesty & integrity, and equity & inclusion.	E
Commitment to working in accordance with Compost London's policies and procedures.	E
Commitment to own ongoing learning & professional development.	E

## Application details

As an equal opportunities employer, we positively celebrate diversity and welcome applications from people from all backgrounds. We commit to interviewing anyone who is disabled and also meets the essential criteria or is able to do so with reasonable adjustments.

Any offer of appointment will be subject to the following:

- Receipt of two satisfactory references, including one from your current/most recent employer;
- Satisfactory right to work check; and
- Satisfactory basic DBS check. You will be asked to disclose details of any relevant criminal convictions and these may be taken into consideration.

The personal information you provide with your job application is to assess your suitability for the role and to help us to improve our recruitment procedures. It will be stored in a restricted access filing system and deleted six months after the appointment to the post is made. The lawful basis for processing this information is to fulfil a contract. The demographic monitoring form will be kept separately from your main application and will play no part in the selection process, except to enable us to honour our commitment to interview anyone meeting the essential criteria who is also disabled. For further information please see our [privacy policy](#)

To apply, please send your CV, completed equalities monitoring form, and a personal statement explaining how you meet the criteria in the Person Specification. This could take one of the following forms:

- covering letter (maximum of 1000 words)
- slide deck (max 10 slides, 1000 words)
- video or audio recording (max 5 mins)
- other format as agreed in advance ([email us to discuss](#))

For an informal conversation about the role, [please email us](#).

Applications should be submitted to [chelle@compostlondon.org.uk](mailto:chelle@compostlondon.org.uk). The deadline for completed applications is 9am on 20th August 2021 and late applications will not be considered. Interviews will be held during the week commencing 30th August 2021.