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**Projects Administrator: Outreach Project**

**Job Description**

**Hours:** 7 hours per week

**Salary:** £10 per hour

**Accountable to:** Company Secretary

 **Location:** Caerphilly Miners Centre for the Community / from home

 **Duration:** June 2021 to March 2022.

**Overview**

Caerphilly Miners Centre for the Community is building its outreach project activities and needs help with administering them.

The purpose of the job is to ensure that we can support the delivery of online and hybrid activity to tenants of United Welsh and Caerphilly County Borough Council supported living homes, United Welsh tenants, clients of social services and occupational health and people referred to by Community Connectors in Caerphilly.

The role of the work is as follows:

* To ensure that CMCC has an outreach programme and to work with the marketing and project development teams to expand it
* To promote the project in a timely fashion using social media
* To ensure digi-volunteers are available if participants need help getting on line
* To link participants into the programme and set up Zoom meetings for delivery
* To make contact with sessional staff to ensure that they are available to deliver the published programme
* To advise the Digital Inclusion officer of technical issues as they arise
* To support the Company Secretary and Finance Officer in ensuring that the grant is spent and grant objectives are fulfilled
* To prepare a short monthly programme report with updates as required
* To work with independent evaluators as needed to assess impact.
* To ensure that the project runs as smoothly as possible

**You’ll know if you’ve been successful if:**

* The project has a project plan that meets the terms of the grants applied for
* Records of activities / minutes of meetings are up to date
* Projects are running smoothly; people, equipment and materials all available as needed
* Funding and expenditure on all projects is up to date
* Reports to funders are up to date

**Duties**

It’s not expected that we will be able to list everything you might be asked to do. We’re an organisation that’s objective is to support the community and to that end you might be asked to do things that are outside of your normal job description, however ordinarily you will be expected to:

*Project planning*

* Use the agreed project plan as the starting point for this project
* Set up regular meetings to ensure that the plan is up to date and ‘owned’ by participants
* Keeping records of meetings and circulating them

*Project assistance*

* Provide assistance to paid and volunteer people involved in ensuring that this project is effectively managed (this could be in communicating with participants, checking if people have equipment needs, or need information)
* Providing support to Company Secretary, e.g. identifying challenges, need for further funding or volunteers…

*Reports*

* Drafting monthly reports to the board of trustees and funders

**Person Specification:**

**You will have to have the following skills, attributes and experiences;**

* You will need to be highly organised;
* Strong communication skills;
* Computer Literacy including use of Microsoft Office 365 suite and social media where appropriate;
* Experience of administrative work;
* Be self-motivated, able to work on own initiative and motivate and monitor the activities of others;
* Be able to work as part of a supportive team, with a can do approach, and appreciate the contribution of others, and
* A passion for improving, engaging and supporting the local community.

**It would be an advantage if you had the following, but it’s not an essential requirement;**

* Speak Welsh;

On top of the above you’ll need to have the passion to support and engage the local community. The role might not always require you to interact directly with the community, but you’ll be required to be an ambassador for the Centre at all times. You will also be expected to:

* Adhere to Caerphilly Miners Centre for the Community’s equal opportunities policy, data protection policy and confidentiality statement, copies of which are attached, while fulfilling the obligations in this Agreement.
* Be mindful of Caerphilly Miners Centre for the Community’s Welsh Language Scheme, while fulfilling the obligations in this Agreement.
* Inform the Company Secretary of any reason why you may not be able to deliver the above services

**About Caerphilly Miners**

Caerphilly Miners Centre for the Community (CMCC) is a charity working to give back a restored part of the Caerphilly Miners hospital to the community. Established in 2008, it initially campaigned to retain the building, and then to establish a community-run social enterprise. People are able to access affordable services and gain the experience of helping others. CMCC is shaped by, owned by and used by the people of Caerphilly – supporting our well-being and cherishing our community.

Our strategic objectives are:

**Objective 1 – Ethos and Vision:** to maintain our ethos as a self-standing organisation, based on community consultation, a volunteer led approach, collaborative endeavour and a focus on respecting people, supporting their well-being and learning, language equality, inclusivity and sustainable development.

**Objective 2 – Building Development:** to complete the restoration of the building.

**Objective 3 - CMCC Accessibility:** To ensure that our activities are physically, psychologically, and financially accessible within a building that is well equipped, maintained and safe, including IT, environmental sustainability

**Objective 4 – Income Generation:** Generate sufficient income to cover our costs.

**Objective 5 – Activities:** Expand the level and range of activities to support well-being, social inclusion, learning and active leisure and enhance participation levels in projects.

**Objective 6 – Volunteering and training:** Sustain and further develop opportunities for volunteering and training to improve people’s well-being and employment opportunities.

**Objective 7 - To grow capacity at all levels:** including developing capacity to sustain employment.

**Objective 8 – Heritage:** to celebrate our social heritage and the legacy of the Miners of the Rhymney Valley.

CMCC’s income has traditionally come mainly from room hire and project activities in the centre for which a small fee is levied. During the pandemic we have had to do things differently – and rely on grants to support online activity.

In the near future future we will be working to support digital inclusion, gardening and climate change activities, outreach to older isolated community members, active leisure and mobility, early years and support for children and their families, and projects to celebrate our social heritage.

**Application form** for:

**Project Administrator**

Please return your completed application form to

our Secretary, Katherine Hughes secretary@caerphillyminerscentre.org.uk 029 2167 4242

The closing date for receipt of completed application forms is **5 pm Friday 11th June 2021**

Please note that because this post is temporary and involves a limited number of hours, we are advertising it internally only amongst our registered volunteers and paid staff.

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| **Personal details** |
| **Surname: First name:**  |
| **Address:****Post code:** |
| **Telephone Number:****Mobile:****Email:**  |

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| --- |
| **Education and qualifications** |
| **Educational establishments attended** | Dates***(from - to)*** | **Qualificationsgained**  | **Grade** | **Date** |
|  |  |  |  |  |
| **Work experience** |
| **Please give details of any employment you have undertaken (paid or voluntary). Please give the most recent information first.**  |
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| **Statement in support of your application** |
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| **Supplementary information** |
| **Do you hold a current driving licence? Yes / No**  *(please circle)***If you have current endorsements, please give details:****Have you the use of a car? Yes / No**  *(please circle)* |
| **Have you been convicted of any criminal offence (including driving offences) other than those regarded as ‘spent’ under the Rehabilitation of Offenders Act 1974?** **Yes / No**  *(please circle)* |
| **Do you speak Welsh? No / Learner / Fluent** *(please circle)* |
| **Where did you see the advertisement for this post?** |

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| **References** |
| **Please give below the names of two referees (not a relative) who have agreed to give a reference on your behalf regarding personal character, capabilities, experience, etc. One of your references should be your existing or most recent employer. References will be taken up for shortlisted candidates prior to interview unless you have specified otherwise below.**  |
| **Name:****Address:****Post code:****Telephone:** **Email:** | **Name:****Address:****Post code:****Telephone:** **Email:** |
| **Capacity in which known:** | **Capacity in which known:** |
| **May we approach this referee prior to interview?** **Yes / No**  *(please circle)* | **May we approach this referee prior to interview?** **Yes / No**  *(please circle)* |

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| **Declaration / confirmation of details** |
| **I declare that the information I have given in this application form is correct. I understand that withholding relevant information or providing false or misleading information may result in the withdrawal of a job offer, or employment being terminated.****Signed: Date:** |

**Equal Opportunities Monitoring Form**

**Name:** …………………………...................

**Job applied for:** ……………………………………….

Caerphilly Miners Centre for the Community is committed to the principle of equal opportunities. In order to improve our recruitment and selection processes, and to monitor the effectiveness of our adopted Equality and Diversity Policy, we would be grateful if you could answer the following questions. Please be assured that the information provided will be treated as confidential and will be kept separate from and not used as part of the selection process.

Please complete this form and return it with your application. Thank you.

**Disability**

*(Please tick the relevant box)*

Do you consider that you are disabled? Yes 🞏 No 🞏

*(The definition of disability is that used in the Disability Discrimination Act: a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day-to-day activities.)*

**Age**

under 25 🞏

25 to 49 🞏

50 + 🞏

**Gender**

Male 🞏

Female 🞏

Prefer not to say 🞏

**Ethnic Origin**

A) White

British 🞏

English 🞏

Scottish 🞏

Welsh 🞏

Irish 🞏

Any other white background: *(please provide detail)*

……………………………………………………………

B) Mixed

White and Black Caribbean 🞏

White and Black African 🞏

White and Asian 🞏

Any other mixed background: *(please provide detail)*

……………………………………………………………

C) Asian, Asian British, Asian English, Asian Scottish, Asian Welsh

Indian 🞏

Pakistani 🞏

Bangladeshi 🞏

Any other Asian background: *(please provide detail)*

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D) Black or Black British, Black English, Black Scottish, Black Welsh

Caribbean 🞏

African 🞏

Any other Black background: *(please provide detail)*

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E) Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or
 other Ethnic Group

Chinese 🞏

Other 🞏

F) Prefer not to say 🞏