

Job title: Project Administrator

Role purpose: to work with the *Let's Talk Reading* project board to facilitate and support the work of the two geographic steering groups and the project board. In addition, the post holder will be the main contact of schools who are involved in the project and will manage all of the day-to-day administrative needs of the project.

Accountabilities	Measures of success	What you need to know
1 Management <ul style="list-style-type: none"> You will assist stakeholders in driving the work of the steering groups in both geographic areas Maintain accurate records of project including contacts, finance and the intervention database Work with intervention providers to contract services as required by each steering group Record minutes of each steering group and project board and work with stakeholders to follow up actions Help gather activity information and data ready for analysis by project board members Provide project board with relevant information to allow for effective updates to key funders 	<ul style="list-style-type: none"> Feedback from line manager, project board and steering groups is positive Pro-active contribution to project development Project remains well organised and on track 	<p>You will be educated to A Level standard or equivalent. A degree qualification is desirable</p> <p>Budget management and experience is essential</p> <p>You will have excellent organisational skills and experience of coordinating group or project work</p> <p>You will have a good understanding of partnership and/or community working</p>
2 Partnership working <ul style="list-style-type: none"> Be a welcoming figurehead and engage with schools and the local communities to promote this project Proactively manage relationships with the full range of stakeholders for this project Work with the project board to explore further partnership opportunities 	<ul style="list-style-type: none"> Feedback from community groups and other stakeholders is positive Stakeholders remain committed and engaged with the project The project continues to evolve and develop 	<p>Experience of working with schools either within education or in a community partnership role is desirable</p>
3 Budget Management <ul style="list-style-type: none"> Assist with the budget management of the project working specifically with the project board and the Finance Team to ensure the project remains financially stable Gather financial breakdown of the project budget for each project board meeting incl. spending, upcoming costs etc. Assist with raising invoices for the project and follow-up all transactions to ensure the project remains on track 	<ul style="list-style-type: none"> The project remains financially on track All payments are processed in a timely manner 	<p>You will have good negotiation skills to help drive the project with a range of stakeholders</p> <p>You will need good IT skills; Word, Excel, etc.</p> <p>Capability to work to deadlines and ability to ensure stakeholders keep to timescales</p>
4 Communication <ul style="list-style-type: none"> Work with communications partners to ensure excellent promotion and marketing of the project across the wider 	<ul style="list-style-type: none"> Media activity is positive and there is a continual 'churn' of good news Stakeholders are happy and satisfied 	

<ul style="list-style-type: none">• Provide a high standard of stakeholder communications through regular bulletins and updates• Manage the social media accounts of the project and provide regular updates on these		
Agreed by post holder: _____ date: _____		
Agreed by manager: _____ date: _____		