

## ROLE DESCRIPTION

Post:	Think Local Act Personal (TLAP) Project Support Coordinator
Reports to:	TLAP Senior Business Manager
Accountable to:	Head of TLAP
Base:	Office based at Watson House, 54 Baker Street, London, W1U7BU
Contract type and Hours:	Full time. Fixed term contract for 1 year with the possibility of extension.

## Job Purpose

The main purpose of the job is to provide administrative and project support to the TLAP core team including:

- Maintaining administrative and financial systems and processes
- Assisting with the organization of and logistics for meetings and events
- Diary and travel management
- Responding to telephone queries

## Main Duties

1. Provide a comprehensive administrative support service including: diary management; booking venues, travel and overnight accommodation; preparing documents, presentations, reports and correspondence; planning, arranging and servicing meetings, video conferences, workshops, events, and webinars.
2. Support the Business Manager with financial monitoring of TLAP's activities by processing invoices and purchase orders, budget recording and collaborating with finance department to ensure payments are made and accurate financial information is available.
3. In collaboration with the Co-Production coordinator to take a lead with travel and accommodation bookings for the National Co-Production Advisory Group (NCAG) of people who use services and carers, ensuring that access needs are met.
4. Arrange re-imburement of fees and expenses for NCAG members, in line with current policy.

5. Assist members of the TLAP team in the design and delivery, to time and standard, of specific projects.
6. Assist colleagues in the team to promote TLAP's activity via TLAP's digital channels.
7. Other tasks as may be required, commensurate with the level of the post.

## General Duties

1. To comply with SCIE's policies and procedures, including equal opportunities and diversity, and to have a personal commitment towards their implementation.
2. To work flexibly and respond positively to changing business needs.
3. To contribute to the development of service improvements through participation and involvement in team meetings, workshops, conferences and other groups.
4. A clear commitment to working with people who use services and carers in a sensitive and non-judgmental way to facilitate positive working relationships

## Notes

This job description describes the principal purpose and main elements of the job. It is a guide to the nature of the main duties as they currently exist but is not intended as a wholly comprehensive or permanent schedule of tasks.

# PERSON SPECIFICATION

<b>ESSENTIAL CRITERIA</b>
<b>Aptitude, abilities, skills</b>
Excellent oral and written communication skills
Excellent organisational skills and ability to prioritize a complex and demanding workload and work to deadlines.
Developed ability to work effectively within a team, to build and maintain effective working relationships.
Ability to collect data from a range of sources, analyse findings and present it clearly for project reporting.
Ability to assist in the management of a wide range of stakeholder relationships including with people who use services, their supporters, practitioners and policy makers.
Proven ability to successfully support and manage projects.
<b>Education / Knowledge</b>
Educated to degree level or equivalent
Intermediate /advanced IT skills in; Word, PowerPoint, Excel, Outlook, and accessing and exploiting the Internet. (A role holder must be willing to be trained on in house and specialist IT programmes & software packages)
Good general standard of education and numeracy for budget monitoring
<b>Experience</b>
Experience of administrative work, including servicing meetings, taking minutes and maintaining financial records.
<b>Attitudes / Personal Characteristics</b>
Proactive and flexible and can-do approach to all areas of work
Willingness to travel (occasionally with overnight stays) to attend meetings
A clear understanding of and commitment to equal opportunities and diversity, and the commitment to promote high standards of conduct, integrity and probity
<b>DESIRABLE CRITERIA</b>
Experience of working in a social care environment
Experience of using communications technology in the workplace e.g. uploading website content, managing technology for video conferencing and webinars, uploading website content etc.