



Cumberland Council

Post Specification

Date	November 2024
PG Number	8401
Post Title	WELL Project Admin Assistant
Job Family	Business Support
Job Family Role Profile	BS8
Final Grade	8

To be read in conjunction with the job family role profile

Service Area description

- Part of the council's Education and Skills Service, the Learning Improvement Service (LIS) works in partnership with providers and services to enable children and young people to enjoy learning for life; through its partnership activity with education system, Sellafield Ltd and Nuclear Decommissioning Authority (NDA). The grant funded Western Excellence in Learning and Leadership (WELL) Project supports, develops and challenges leaders to deliver excellence so that all children and young people in the former Allerdale and Copeland districts have every opportunity to succeed and make a positive contribution, through the lives they choose for themselves.
- The WELL Project, the aims of which are to improve the life chances of children and young people in the former Allerdale and Copeland districts by raising standards in schools, by closing the gap in attainment between children from disadvantaged backgrounds and their peers, and by supporting the emotional wellbeing of our pupils and students.

Purpose of this post

- To provide effective, efficient, customer focused and confidential support to the WELL Project Team and key stakeholders involved with the WELL project.
- To ensure that effective processes and systems are in place to deliver high quality and comprehensive project support to the WELL project and its participants.

Key job specific accountabilities

1. To manage administrative support to the WELL Director and PM, providing informed and sensitive responses; providing timely and professional information to callers and visitors; advising and assisting in the planning of the project workstreams and dealing with enquiries so as to allow the Project Team to use their time in the most efficient way.
2. To develop, manage and maintain effective reference and retrieval systems, databases and spreadsheets in order to provide high quality information to support the effective management of the project.
3. Use e-procurement to order goods and services as appropriate, receipt invoices.
4. To work independently, when required, and to establish and maintain good relationships with other colleagues, partners, stakeholders and members of the public, by presenting a confident and professional image of the WELL Project.

5. To utilise all office technology to its full potential and be proactive in identifying areas for improvement and sharing good practice with other business support colleagues across the service.
6. To liaise with the Director, PM and Chair of the WELL Board in the co-ordination of WELL related meetings and events as required, by providing a full service to all WELL committees and strand groups, from forward planning and arrangement through to distribution of papers, production of agendas and assisting with the drafting/preparation of reports, as well as taking and distributing minutes/action notes, where appropriate. Liaison with other partners, external authorities and voluntary organisations as necessary.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post	
Budget Responsibilities	<ul style="list-style-type: none"> • Financial – income/expenditure transactions processing and reconciliation of financial records. No direct responsibility for budget.
Staff Management Responsibilities	<ul style="list-style-type: none"> • None
Other	<ul style="list-style-type: none"> • Information, stock, equipment (limited), including requisitioning of goods/services.

Essential Criteria - Qualifications, knowledge, experience and expertise

- NQF or NVQ Level 3, or equivalent experience or knowledge in the relevant work area.
- Significant and successful experience of administrative support work including devising, implementing, monitoring and maintaining accurate admin systems.
- Experience of working within a customer focused environment.
- Experience of working within an office in a large, complex organisation.
- Strong team working ethic.
- Proven experience in a demanding role, working with Microsoft Office software including PowerPoint, Word, Excel, Outlook, Teams and SharePoint.
- Experience of organising events and meetings.
- Experience of requisitioning of goods and services.
- Experience of minute/note taking and preparation of documents for Directorate/high level meetings.
- Proven experience of the maintenance of accurate records and working to deadlines.
- Proven experience of prioritising own work.
- Ability to make quick and accurate decisions when faced with limited information.
- Ability to work effectively under pressure and cope with a stressful environment.
- Ability to work on own initiative but within prescribed guidelines.

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

Emotional Demands	<ul style="list-style-type: none"> • None
Physical Demands	<ul style="list-style-type: none"> • None
Working Conditions	<ul style="list-style-type: none"> • Hot Desk Office arrangements / some working from home. Dealing with education partners and service users, dealing with complex and, on occasion, school / politically sensitive matters.

Other Factors

- Hot Desk Office arrangements / some working from home. Dealing with education partners and service users, dealing with complex and, on occasion, school / politically sensitive matters.