



LISKEARD TOWN COUNCIL

Project Administrator – Cattle Market Makers Project

Fixed term contract until 31 March 2023

SCP 9 - £23,194 p.a. pro rata - £12.06 per hour

(Part funded by the European Regional Development Fund as part of the Community Led Local Development Programme, with match funding from Cornwall Council)

Part time 6 hours per week – usually within 9am – 5pm Monday to Friday (days to be agreed with successful candidate)

Responsible to the Project Manager

Important Functional Relationships

Town Council staff, councillors, Cornwall Council (CC) officers and councillors, partners / supporters (see bid), tenants, local businesses, course participants

Job Description

Main purpose of the job:

Support the Project Manager in the delivery of the CMM project, providing administrative support

Main responsibilities and duties:

- a) Primarily to assist the Project Manager with the provision of general clerical and administrative duties, reception services, filing, photocopying, procurement of goods, stationery supplies, maintenance of office systems, including data bases, maintenance schedules, forward planning.
- b) Complete quarterly claims for the ESIF funding.
- c) Update project websites and social media pages.
- d) Assist with the planning and delivery of business support workshops and events, such as arranging venues, booking speakers, create marketing materials, and carrying out online promotion.
- e) Arrange courses, such as booking of facilitator, venue, promotion and taking bookings. Liaise with participants to assist with completing forms, claiming expenses etc



- f) Prepare all participant paperwork, including evidence of eligibility, and upload, for those taking part in the programmes.
- g) To maintain all records as required by the project.
- h) To undertake such other duties appropriate to the grade and character of work as may reasonably be required by the Council. Significant permanent changes in duties will require agreed revisions to this job description.

Notes

- (i) To undertake such training as shall be directed by the Project Manager and to commit to undertaking a programme of continuous professional development relevant to the responsibilities of the post.
- (ii) To comply with all health and safety requirements and hygiene requirements at all times.
- (iii) To attend and participate in all relevant internal and external meetings in connection with the responsibilities of the post.
- (iv) To ensure that the Council's various policies, procedures, financial regulations and standing orders are adhered to in carrying out all tasks and duties including adherence to the Council's Code of Practice relating to confidentiality.

December 2022