



LISKEARD TOWN COUNCIL

Project Administrator – Cattle Market Makers Project

Fixed term contract until 31 January 2023

SCP 9 - £20,903 p.a. pro rata - £10.83 per hour (2020/21)

(Part funded by the European Regional Development Fund and European Social Fund)

Part time 28 hours per week – usually within 9am – 5pm Monday to Friday

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 ERDF and ESF funding.
- c) Manage the booking and usage of the shared space. Raise invoices and process payments.
- d) Provide support to users of the digital fabrication laboratory (training to be provided)
- e) Update project websites and social media pages, promoting availability of work units, shared spaces, business support events, and courses.
- f) 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.



- g) Arrange courses, such as booking of facilitator, venue, promotion and taking bookings. Liaise with participants to assist with completing forms, claiming expenses etc
- h) Liaison with Plymouth College of Art to arrange access to equipment such as kilns, jewellery workshops, glass blowing facilities, etc for participants
- i) Prepare all participant paperwork, including evidence of eligibility, and upload, for those taking part in the ESF programme.
- j) To keep records of risk assessments undertaken and other related documentation including in relation to health and safety checks, COSHH
- k) To ensure administrative records in respect of leases, supplier contracts, service agreements and participants are kept up to date and comply with GDPR regulations
- l) To maintain records as required including in respect of staff sickness, holidays and time-off-in-lieu, training and certification records, data protection, freedom of information and complaints.
- m) 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.

September 2021