Job Description:   
Support for Ukraine Project Administrator



**Job Purpose:**

To work with the Support for Ukraine Project Team to deliver the Diocese of Hereford Support for Ukraine Scheme, as a key member of the project team, to ensure effective delivery of the Support for Ukraine Scheme, to ensure that as many Ukrainians are settled into life in the Diocese and County as possible.

To provide administrative and project support to both the Support for Ukraine Project Manager and Support for Ukraine Project Officer.

**Accountabilities:**

* Organise, prioritise and manage the busy workload of supporting the Project Manager and Project Officer.
* Maintaining office administrative and filing systems online, ensuring that all filing is kept up to date.
* Attend weekly team meetings on line and monthly team meetings in person and to attend the Communities for Ukraine, and any sub groups of that network, on a monthly basis.
* Act as the main point of contact for both Support for Ukraine Project Manager and Project Officer dealing with queries either by phone or email as they arise including acting on their behalf when required.Bringing to the attention of the Project Manager and Project Officer anything that they need to follow up on including in their absence on urgent matters.
* Prioritising, managing and keeping track of actions arising from meetings and planned activities agreed by Project Manager and Project Officer often working to tight deadlines**.**
* Managing the diaries of the Project Manager and Project Officer, keeping them informed of meetings/commitments and ensuring they have all relevant papers and briefing notes for meetings.
* Monitoring daily both the Ukraine Inbox and Hosts for Ukraine Inbox, acknowledging and responding to queries and emails and directing queries to team members as appropriate.
* Liaise with the hub co-ordinators under the direction of the project officer.
* Supporting the team to collect data for monitoring and evaluation purposes. Produce reports by undertaking research and collating statistical information as required.
* To research and collate information and create resources and information to support all aspects of the project, as directed, including supporting the creation and dissemination of a newsletter to the hubs.
* Taking the lead on creating content for and updating the relevant website pages under the direction of the Project Manager and Project Officer.

**Support for Ukraine Project Administrator**

Support for Ukraine Project Officer

Support for Ukraine Project Manager

* Coordinating and organising appointments and meetings on behalf of the Project Manager and Project Officer. This includes finding dates, using doodle or similar, booking venues, providing agendas, informing attendees and ensuring any required documentation and equipment is available.
* Support the officers in organising events, including conferences, training and seminars where there is diocesan involvement**.** This includes all aspects of organisation, working with the project manager and officer to check budgets; booking venues, equipment, caterers and speakers; advertising and managing bookings; producing marketing materials; collating speaker information and presentations**;** producing conference packs; informing attendees and providing them with relevant information for the event; providing follow up information and reports.
* Applying the appropriate IT to support the work of the team and to organise events and meetings, such as Zoom, Teams and/or Eventbrite.
* Deputising and attending meetings when required on behalf of the project manager and project officer, parishes and other partners, taking minutes when needed. Production and distribution of minutes from meetings and ensuring actions are followed up.
* Carrying out all work with due regard to policies and procedures of the Diocese including equal opportunities policies and procedures.

Particular duties and responsibilities may vary from time to time without changing the general character of the duties or level of responsibility entailed. The post holder may therefore be required to pursue activities other than those specified above.

**Special Features**   
  
Relationships:

* Support for Ukraine Project Manager
* Support for Ukraine Project Officer
* Hub co-ordinators

**Organisation Chart**

**Qualifications & Experience**

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| **AREA** | **ESSENTIAL** | **DESIRABLE** |
| **Knowledge/ Qualifications/ Membership of Professional bodies (or equivalent)** | A good standard of educational attainment  Excellent working knowledge of Excel Spreadsheets and ability to create spreadsheets for data collection. |  |
| **Type of Experience required** | Excellent working and up to date, knowledge of Microsoft office using Word, PowerPoint, Publisher and Office 365.  Excellent working knowledge of Eventbrite and Zoom – or other similar programmes - for organising virtual meetings, trainings and events.  Able to manage complex diaries, taking messages, prioritising tasks and maintaining filing systems.  A team player who can work well collaboratively, with a mature attitude and able to work on their own initiative when required.  Experience in the use of Doodle polls.  Ability to take and produce accurate meeting minutes, including a record of actions.  Ability to undertake content management of the project web pages on the Diocesan Web Site.  Ability to work under pressure in a busy environment.  Excellent interpersonal and communication skills: outgoing, friendly and adaptable with a warm telephone manner.  Able to demonstrate high levels of accuracy and attention to detail.  Discreet and able to deal with confidential matters. | Experience of organising events, training workshops etc. |

**Competencies**

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| **ESSENTIAL** | **DESIRABLE** |
| Sympathetic to working with people of faith and the ethos of the Church of England.  Access to own transport when occasional travel is required  Willing to occasionally work outside of office hours and flexibly as required |  |