# Job Description

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| **Job title:** | Development Team Administrator |
| **Responsible to:** | Sustainable Funding Manager |
| **Salary:** | WCVA Grade A: £17,769 per annum |
| **Base:** | Any location/ Remote working |
| **Annual Leave:** | 25 days per annum, plus bank holidays, plus five discretionary days |
| **Travel:** | Use of public transport is preferred; when this is not convenient staff may use their own vehicles or the car rental system. Mileage rates are paid in accordance with recommended Inland Revenue rates |
| **Hours:** | 35 hours per week. A flexi time scheme is in operation and time off in lieu is permissible for any work required to be undertaken outside of normal hours. |
| **Superannuation:** | The post will attract a contribution of 9% of annual salary to WCVA's approved pension scheme. |
| **Language skills:** | Welsh language skills would be an asset to the post . |

## AIM OF THE POST

Support the development team to deliver a high-quality service across Wales through efficient administration and communications support

## MAIN DUTIES

- General administrative support of the Volunteering, Sustainable Funding, Governance & Safeguarding, Engaging and Influencing teams in WCVA, including.
    - Arranging meetings on Microsoft Teams and Zoom, recording attendance data, circulating information and post meeting actions as required
    - Taking and preparing minutes at meetings for circulation
    - Collating responses from members, partners and/or network members to feed into reports and /or monitoring as and when required.
- General admin support associated with the delivery of Investing in Volunteers and Trusted Charity, including following up invoices, logging enquiries and meetings and interactions on WCVA's CRM system.
- Responding and/or escalating enquiries to the correct team as they arrive via email or telephone, including taking calls from the funding advice line and volunteering enquiries
- Supporting the efficient running of the Volunteering Wales platform (https://volunteering-wales.net) including providing low level technical support and preparing data for meetings
- Proof-reading resources for TSSW's Knowledge Hub (https://thirdsectorsupport.wales/) .
- Preparing information and resources, such as quotes, case studies and images for online publication, including social media. Tasks will include proof reading, checking for accuracy, arranging translation, and liaising with colleagues to meet online publication deadlines.
- General support of WCVA direct and indirect campaigns

This is not an exhaustive list. The post holder may ne asked to carry out additional duties from time to time or, as required, by the developing needs of the service or organisation.

As WCVA is part financed by European Funding (through the Welsh European Funding Office) some of your duties may require you to spend time working across these projects. The WEFO references for these projects are 80845, 80846, 80847 and 80848.

## PERSON SPECIFICATION

The following are *essential skills* (candidates who cannot demonstrate these will not be short listed)

1. Experience of Microsoft Office, including use of databases and spreadsheets to record data and generate reports.

2. Experience of using administrative systems and the ability to identify improvements to current working practices

3. The ability to prepare clear, concise and accurate written summaries of information, such as minutes and case studies

4. The ability to communicate clearly and effectively to different audiences

5. Excellent organisational ability, including maintaining accurate records and files, and planning and carrying out work to meet multiple deadlines.

6. Ability to work on own initiative as well as a productive team member.

7. A commitment to equality, diversity and inclusion

The following are *key skills* (these skills are needed for the role but could be acquired on the job or through training within 6 months of appointment)

1. An understanding of the third sector and volunteering in Wales

2. Understanding/experience in preparing published content

3. Working knowledge of Volunteering Wales website

The following are *desirable skills* (these skills are preferable, and would enhance the application)

1. Welsh Language skills would be an asset to the post; the appointed candidate is expected to display an awareness of and support compliance with the Welsh Language Standards

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Llywodraeth Cymru Welsh Government
Cronfa Gymdeithasol Ewrop
European Social Fund

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Llywodraeth Cymru Welsh Government
Cronfa Datblygu Rhanbarthol Ewrop
European Regional Development Fund

WCVA Active Inclusion Fund
CGGC Cronfa Cynhwysiant Gweithredol

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