

## Job Description

<b>Job Title:</b>	R2S Project Support Officer
<b>Salary:</b>	£27,500 (pro rata)
<b>Location:</b>	London
<b>Type Of Post:</b>	Part -Time (14 hours a week)
<b>Accountable To:</b>	Programme Manager, Chief Executive and Board of Trustees
<b>Line Management:</b>	Programme Manager
<b>Length of contract:</b>	One year contract, with the possibility of a further two year extensio

### The Role

The Black Training and Enterprise Group is a dynamic national charity based in Kings Cross (London). We currently support nine paid posts and 30 volunteers. The Group aims to improve education, employment and self-employment rates for black, Asian and minority ethnic communities (BAME) in England.

We now need an individual to join our successful Routes2Success Ethnic Minority Role Model Programme and organise our work with 30 volunteer R2S role models who deliver workshops in schools, colleges, prisons and community groups. We are looking for a talented and enthusiastic 'can do' individual who is passionate about helping to improve life opportunities for young black males and ethnic minority females aged 10-18. The post holder will need to be confident with website and database management; organised and a good communicator.

### Key Tasks

1. To develop and maintain BTEG's R2S section of the website and social media forums.
2. Develop and keep up to date BTEG's R2S database of contacts including young people, role models and supporting organisations.
3. Lead on the organisation and marketing of R2S events and ensure we capture feedback from participants.
4. Input data of feedback from participants using Excel
5. Executing e-mailings and postal mailings.
6. Keep up to date with BTEG activities and provide support for individual projects.
7. Maintain an effective and efficient office environment. This will include;
  - managing R2S invoices and payments with the support of the Finance Manager
  - keeping an accurate record of R2S suppliers and contracts
8. Produce report performance reports for the Programme Manager.
9. Undertake any roles or tasks that are consistent with the level of this post or that fall within the scope of the role thereby ensuring that the overall business and operational priorities of BTEG are delivered in a timely and effective manner.

## Person Specification

Criteria required by the appointee to ensure job effectiveness.

**E = Essential criteria**      **D = Desirable criteria**

### Education And Formal Training/Qualifications

- Educated to GCSE 'A' level, including GCSE English and Maths E
- Relevant project management qualifications D

### Relevant Experience and Knowledge

- Experience of working in a busy office environment and project teams E
- Experience of delivering objectives and targets to timescales E
- Experience of working with the public E
- Proven ability to manage and process information D
- Good IT and numeracy skills E
- Experience of designing, setting up and implementing administrative processes and procedure E
- Experience of audit and quality assurance processes D
- Commitment to race equality and diversity and working with young people E

### Competencies

- Demonstrate good website and database management skills E
- Manage and file paperwork E
- Work accurately and pay attention to detail E
- Evidence good interpersonal skills, be courteous and tactful E
- Develop productive working relationships with a wide range of individuals/ organisations E
- Demonstrate excellent written and verbal communication skills E
- Think logically and clearly, and problem solve E
- Be self-motivated and able to work under own initiative and as part of the team E
- Prioritise, plan and manage workload and deliver to tight deadlines E
- Demonstrate sound competence in the use of standard office software with skills in Word, Excel, PowerPoint, and other packages. E

Please return your completed application form to Brianna Cyrus, R2S Programme Manager:

[brianna@bteg.co.uk](mailto:brianna@bteg.co.uk) by 5pm on 31<sup>st</sup> January 2019