

# Project Support Administrator



Paddock Community Trust is an awarding winning organisation, delivering an extensive range of community services, specialising in adult learning, employment support programmes, specialist mentoring, mental health and wellbeing, advice and guidance services and particular experience in delivering projects that successfully promote digital inclusion.

We currently have a vacancy for a Project Support Administrator who will be responsible for supporting the delivery team of our outreach projects. Working closely with the project team, you will provide effective administration support as well as get involved in a variety of work around projects and programme management. You will be responsible for the day to day administration and managing incoming referrals via emails and calls. Within this role you will support the Contracts Manager in the delivery of project objectives.

The ideal candidate will be a highly organised individual with excellent communication skills and passionate about providing a consistently excellent service.

**Location:** Huddersfield  
**Hours:** 37 hour per week (Full Time)  
**Salary:** £19,000 per annum  
**Contract:** 1 x 12 months fixed term to January 2023  
Extensions are subject to gaining additional funding

## Benefits

- 24 days holidays + bank holidays
- Cycle to work scheme
- 5% combined pension contribution
- Workplace ISA Available
- Charity Online Retail discounts.

## What Do I Need?

- Organised with excellent attention to detail.
- A high level of accuracy in numeracy and literacy.
- Excellent communication – both written and verbal
- Experience in the use of Microsoft Office packages and the ability to use online computer systems, inputting real time data and completing reports.
- Flexible approach to all tasks and duties with a team ethos and a willingness to undertake training and development activity.
- Experience in providing administration support.

## What are the next steps?

If you are interested in learning more about Paddock Community Trust, please feel free to visit our website at [paddocktrust.co.uk](http://paddocktrust.co.uk).

**Applicants must submit a CV and a covering letter explaining why they are applying for the post and their suitability, addressing all criteria on the employee specification or you can complete our online application form via the Paddock website. Please email your completed application to [melissa@paddocktrust.org.uk](mailto:melissa@paddocktrust.org.uk)**

Please email your CV and covering letter to [Melissa@paddocktrust.org.uk](mailto:Melissa@paddocktrust.org.uk), enquiries about the role or requests for application packs can also be sent to this address.

**Why not come along to an informal drop-in session where you will be able to find out more about our work and the vacancies we have available. The session will be held on Monday 13<sup>th</sup> December 2pm-7pm at our Paddock office; Paddock Village Hall, West View, Paddock, Huddersfield, HD1 4TX. Please register your interest to attend by emailing [melissa@paddocktrust.org.uk](mailto:melissa@paddocktrust.org.uk).**

**An enhanced DBS check will be required.**

**Closing Date: Wednesday January 5th**