



## Reaching Out Across Durham (ROAD) Business Support Officer Job Description

<b>Responsible to:</b>	Project Lead
<b>Accountable to:</b>	PCP Chief Executive & Board of Trustees
<b>Scale/Salary:</b>	Band 3, £17,957 per annum
<b>Hours:</b>	37.5 hours per week (job share may be considered) funded by the European Social Fund and the National Lottery through the Big Lottery Fund
<b>Location:</b>	Predominantly at the Pioneering Care Centre, Newton Aycliffe with the requirement to travel to other venues as appropriate
<b>Post:</b>	Fixed Term Contract until July 2019

### Job Purpose

To work effectively and efficiently with the ROAD delivery staff to support them with administrative duties, producing accurate and timely information that meets the requirements of the funding partners.

### Job Description

1. To provide a comprehensive administration support service to the ROAD team
2. To be responsible for data management of participants including inputting information onto databases and generating reports
3. Establish and operate appropriate filing and information systems, including keeping of confidential information to ensure effective administration of PCP projects and services
4. To undertake and prioritise a range of administration duties
5. To ensure that all tasks are completed within the agreed deadlines
6. To collate and present verbal and written reports when required
7. Provide meeting administration including minute taking as appropriate.
8. To contribute to the development of systems and procedures and the whole team approach in meeting quality and performance targets
9. To contribute to administrative systems and record appropriate data where required

10. Support the development and maintenance of excellent working relationships, by communicating effectively and professionally within the organisation and with external partners
11. To assist with risk assessments on venues/activities as required
12. To assist Health Trainer Champions/volunteers to develop their skills and confidence and provide them with any necessary support
13. Assist in the monitoring, delivery and evaluation of project/services within the role as appropriate.
14. To operate within commissioners guidelines, adhering to training, monitoring and financial requirements.
15. To assist with PCP marketing and promotion activities, including supporting events and publicity campaigns.
16. To work flexibly as part of a team and to provide cover for colleagues as required maintaining appropriate staffing levels within projects.
17. To assist in ensuring the implementation of procedures and policies that operates within PCP.
18. To undertake any other such duties as deemed appropriate by your line manager or Chief Executive.