



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Connect to Work Project Administrator
Job Reference	
Service	Place and Growth
Team	Economy and Culture
Location	Shute End (Hybrid)
Reports to	Programme Manager
Responsible for	N/A
Grade	Grade 6
Contract Type	Permanent
Hours	Full time

Main Accountabilities	
1.	Providing support with meeting arrangement and the administration of the governance of the Connect to Work programme through the administration of stakeholder and partnership meetings.
2.	Support with the preparation of reports and presentations ahead of stakeholder meetings
3.	Support the Programme Manager and team ensuring actions are tracked and identify areas for improvement in processes
4.	Providing first point of contact for all enquires for the team
5.	Support with data collection and ensuring DWP monitoring requirements are delivered
6.	Supporting with the preparation of marketing and comms campaigns with our internal comms department ensuring a consistent message across Berkshire
7.	Provide general team to support to a range of adhoc tasks as required





Person Skills and Experiences

Experience	Strong administration experience (ideally gained through working on government funded projects)
	Co-ordinating and managing performance and stakeholder meetings
Skills/Knowledge	Strong IT and analytical skills
	Project management systems would be an advantage
Behaviours/Attributes	Confident communicator
	Flexible positive approach

Purpose Details

Role Purpose	Connect to Work is a new employment programme forming a key strand of the Governments Get Britain Working plans, supporting people to find and keep work. With a focus on tackling economic inactivity and aligning employment, training and health activity together to provide a holistic approach. For more information https://www.gov.uk/government/publications/connect-to-work. This role will provide essential support to the team leading on establishing and maintaining good governance systems
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Supervision and Relationships

Supervision Received	This post holder will be a key member of the new Connect to Work team. The below organisational chart details the new team structure and how it fits into the wider service:
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	Head of Economy and Culture Connect to Work Programme Manager Employment and Skills Service Manager Economic Development Officer IPS/SEQF Specialist Project Officer 6 X LA Integration Lead
Supervision Given	No direct reports
Contacts	Ensure effective relationships with key partners including Prime Contractor, health sector, DWP and Berkshire Boroughs.

Special Requirements
The postholder must be able to attend meeting across Berkshire, sometimes outside of standard working hours

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	Y
Hand Arm Vibration	N





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Lone Working	Y
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	Y
Work Environment Details	Shute End (Hybrid working)

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	Y
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N

