

JOB DESCRIPTION – PROGRAMME ASSISTANT

Job Title	Programme Assistant
Organisation	The Bell Foundation
Salary	£22,000 – £26,000
Reports To	Head of EAL Programme
Role Purpose	To provide administrative support across The Bell Foundation’s programmes and ensure efficient and effective systems and processes for the Foundation.
Main responsibilities	<p>Programme Support</p> <ul style="list-style-type: none"> • Develop, co-ordinate and maintain effective project management systems to ensure that the delivery and development of programme activity by the Foundation and partners is efficient, effective and achieving programme objectives • Support Programme staff to follow the relevant control processes and to ensure projects are completed on time • Maintain and develop both Programme teams’ office systems including devising and maintaining systems to deal with the flow and storage of files and information • Maintain records and provide information as required to support the Programme staff in the collection, collation and reporting against key performance indicators • Provide administrative and other practical support for both training and events including: administration of the Learning Management System (Moodle) for digital training and webinars; tracking payments and invoices; administrative support for the training team • Provide administrative support the delivery of both programmes as requested by the Head of EAL Programme and Programme Officers, including dealing with correspondence, researching travel and accommodation, telephone enquiries, and managing expense claims <p>Grant Management</p> <ul style="list-style-type: none"> • Support the administration of grants including providing standard advice to grant recipients via the telephone, email and website • Receive, log and check the eligibility of grant enquiries and applications <p>Foundation Support</p> <ul style="list-style-type: none"> • Work with the CFO, maintain up to date systems to ensure compliance with current charity, data protection, equalities and other laws and regulations. • Oversee the management of the Foundation’s contact database and mailing lists, ensuring that all records are up to date and that all new contacts and correspondence has been entered in accordance with GDPR. • Act as a first point of contact for enquiries about the Foundation and its work, ensuring that enquiries are answered accurately and promptly • Provide administration for meetings, including creating agendas, circulating papers and taking accurate minutes

	<ul style="list-style-type: none"> • Provide administrative support and provide reporting on completion of operational process and key risk and control areas. • Provide project co-ordination and support to digital strategy activities and team, including input to the process to deliver integrated digital systems for the Foundation.
General	<ul style="list-style-type: none"> • Maintain full manual and electronic records and audit trails • To adhere to all statutory regulations and to the policies and procedures of the Bell Educational Trust Limited • Protect at all times the confidentiality of information handled within the remit of the post • Promote and safeguard the welfare of children and young persons you come into contact with • Provide cover for the Personal Assistant to the SMT. • Undertaking other duties commensurate with the post, which the Foundation deems appropriate

Compiled by:	Nicola Kidston
Date:	March 2019

This job description is not to be regarded as exclusive or exhaustive and does not form part of your contract terms. It is an outline of the post holder's areas of activity and responsibility and, like all such documents, will be amended from time to time, in the light of the changing needs of the Bell Foundation.

The Bell Foundation offers the following benefits:

- 25 days' annual leave per year plus 8 public holidays
- Pension Scheme – option of 1% employee/employer matching contributions or 5% employee/employer matching contributions. Employees can also choose to make their pension contributions via salary sacrifice.
- Buying / Selling Annual Leave
- Bupa Employee Assistance Plan
- Childcare Voucher Scheme
- Cycle to Work Scheme
- Dental Plan
- Life Assurance Scheme
- Access to gym membership at Frank Lee Leisure and Fitness (Cambridge)
- Free car parking on-site (Cambridge)
- Subsidised canteen on-site (Cambridge)

PERSON SPECIFICATION

Job Title	Programme Assistant
Organisation	The Bell Foundation

Experience	<ul style="list-style-type: none"> • Experience working in a similar role to provide programme support across a team • Experience of managing and streamlining office administration systems, project co-ordination and grant management • Experience of working with integrated information systems and databases • Experience of developing and maintaining effective digital systems and processes
Personal Skills/Qualities	<ul style="list-style-type: none"> • Strong logical and systematic thinking skills with ability to creatively develop and improve effective processes • Highly organised and efficient with strong administrative skills that demonstrate the ability to work at pace whilst managing multiple priorities working to deadlines • To be proactive and willing to act on own initiative, both individually and as a member of a team • First class project co-ordination skills to a high level of accuracy and attention to detail • Ability to prioritise from a range of tasks and manage a work programme independently • Excellent computer skills and knowledge of Microsoft Word, Excel and PowerPoint • Excellent numerical skills • Ability to learn new systems e.g. Salesforce, Moodle, WordPress, SharePoint etc. • Solution focussed with an aptitude to effectively plan ahead • Excellent interpersonal and communication skills, confident and friendly in dealing with senior colleagues and stakeholders • Integrity and discretion over confidential information • Enthusiasm for and commitment to the Foundation's mission • Flexible, self-motivated and able to work on own initiative
Special Requirements	<ul style="list-style-type: none"> • This role will be full time and based in Cambridge with occasional travel within the UK and occasional out of hours working may be required

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