

Project Administrator: Inclusive Employers Standard

Thank you for your interest in the vacancy of Project administrator for our Inclusive Employers Standard. We hope this pack provides you with all the information to help you decide whether to apply for this vacancy. Before you get into the detail, here are some headlines:

- 6 months fixed term contract
- Salary: £25,000 – £28,000 FTE
- Base: Remote (Being UK based is essential)
- Working pattern: Full or Part time Considered. (minimum 3 days per week)
- Line manager – Senior Programme Lead - IES

We are a Disability Confident Employer and offer a guaranteed interview scheme for any disabled applicant who may wish to take up this offer, where they meet the minimum requirements for the role

We understand the importance of different voices, experiences, perspectives and backgrounds within the workforce. Our workforce is no different and we strongly encourage applications from members of minority groups and all sections of the community.

Should you require these documents in alternative formats, please contact:
recruitment@inclusiveemployers.co.uk

The Role involves:

- Dealing efficiently with client and colleague enquiries in a customer-focused way.
- Contributing to the planning, scheduling, and administration of the IES.
- Communicating with stakeholders so they are kept apprised of progress.
- Supporting the development of the collection and analysis of evaluation data.
- Keeping accurate notes and records from project meetings and updating project plans accordingly.
- Scheduling the resourcing and delivery of the projects with assessors.
- Keeping project financial and sales records up to date.

Inclusive Employers

As the UK's first and leading cross sector membership organisation, we support employers in their goal to build inclusive workplaces and diverse workforces. Working across the whole spectrum of inclusion, in addition to member services we design and deliver training and consultancy solutions.

We work in partnership with our members so that we can bring together best practice and cutting edge thinking to promote innovation in this area and support businesses to gain from the social and commercial benefits of inclusion. Find out more here: www.inclusiveemployers.co.uk

Job description

Reporting to the relevant project leads, your role will be to provide administrative support to the IES in order for the programme to meet its KPIs. This will involve ensuring a high quality of service is delivered to clients who participate in the Standard and Foundation Assessment accreditation tools, providing timely and accurate administrative support to the programme.

Key responsibilities

1. **Central point of contact** – you will be the central point of contact for client and colleague queries relating to the Inclusive Employers Standard, and for assessors being booked by the programme.
2. **Project administration** – you will be responsible for contributing to project planning and the scheduling and organisation of the projects, ensuring that all project admin tasks are undertaken in a timely fashion so that milestones are met and delivery is to a high standard.
3. **Admin support** – you will be responsible for the associated admin tasks related to your projects such as minute taking at project meetings, granting access to our systems for IES participants, keeping project plans and other project documentation and communications up to date.
4. **Communication** – you will be responsible for ensuring all key stakeholder are kept apprised of key updates relevant to your projects, to ensure they are able to contribute and have a clear understanding of expectations and progress.
5. **Evaluation** – you will support the team to administer evaluation frameworks for each project and be responsible for administering these, collating and where possible analysing data to measure the impact of our work.
6. **Finance** – you will be responsible for keeping financial records for your projects and any associated invoicing and processing of payments, including using out CRM Hubspot to monitor the sales pipeline.

Person Specification

You must be able to demonstrate you have most of the following:

1. **Excellent interpersonal and relationship management skills** – ability to develop and maintain relationships with a range of different stakeholders such as colleagues, clients, internal departments and external organisations. You will need to be able to adapt your approach to the particular audience.
2. **Project administration skills** – ability to manage competing deadlines and priorities and having strong approaches to keep track of, schedule and ensure completion of tasks.
3. **Strong communication skills** – you will need to be able to deal with complex queries from clients and others in writing, on the phone and during meetings, write clearly and succinctly for different purposes such as email, reports, website content and email bulletins.
4. **Influencing skills** – you will need to be able (with training and support) to talk about the benefits of the IES and our wider work with credibility and authenticity to clients and colleagues at different levels of seniority so that they understand the value of what we offer.
5. **Resourceful and flexible** – you need to be comfortable with change and variety and working at pace. The postholder will need to be responsive, resourceful and able to work independently.
6. **Commercial mindset** – you will be involved in administering business development opportunities and inbound sales, providing sales admin support to enable the IES team to deliver our growth goals.
7. **An inclusive approach and value set** - we share a common belief in fairness and inclusion.

What we like about working at Inclusive Employers

We asked our employees to share what they felt was unique and special about working for Inclusive Employers to help give you a sense of what it is like here. These are their quotes, we have tried to organise them into themes:

The culture

- High level of autonomy, freedom and the chance to be creative
- High trust culture – supports flexible working
- Extremely supportive team culture – we want each other to succeed and provide support when and where it is needed
- Everyone is encouraged to give their opinion/input and it feels like you're genuinely being listened to
- I feel valued for the experience and knowledge I bring – it is encouraging and confidence-boosting!
- Each team member is valued for the skills, knowledge and experience they bring both to their job and the team/organisation as a whole
- We have less politics to navigate compared to “in-house” roles as we are working with people internally and externally that get it
- We work at pace, it is a fast-moving, fluid environment where roles are challenging and stretching
- Opportunities to learn on the job, muck in, and help out with different tasks
- Strong and rewarding relationships with members
- The opportunity to be visible and heard in the business and with our members
- Working in varied environments – with different types of organisations – gives a lot of scope to gain experience and knowledge
- Amazing access to a very wide range of employers working on projects to influence culture
- We are respected as experts and innovators

The work

- The chance to plan and deliver innovative projects
- Extensive variety of tasks and responsibilities which are ever changing
- Opportunity to shape and evolve your role
- A total focus on inclusion – which makes every day interesting even in just the more casual conversations we have within the office – like-minded people
- The opportunity to explore inclusion as an everyday issue
- Getting to work in areas/fields of expertise/topics you really care about

How to apply

Please click on the link below to complete the Application Form

<https://forms.office.com/e/WEhWC4WSd0>

CLOSING DATE: 30th April 2024

INTERVIEW DATE: May 2024 (Applicants will be reviewed on an ongoing basis as they apply)