



EMPOWERING COMMUNITIES

Race equality through economic and social justice

Vacancy: Project Officer
Location: Stratford, East London
Salary: £21,500
Duration: Fixed term contract until 31st December 2020 with extension subject to funding
Hours: Full time, 35 hours per week
Closing date: 12 midnight, Friday 27th March 2020
Interviews: Friday 3rd April 2020

Project Officer

Olmec has a proven track record of delivering on our mission of race equality by supporting people into sustainable employment, into board positions and providing business support to social enterprises. Olmec is looking to recruit a Project Support Officer to join our dynamic team. Applicants will enjoy being part of a small team and will be used to working within diverse communities. We are a flexible employer and welcome job share applications.

About Olmec

Olmec has been working to promote race equality through economic and social justice since 2003. We were founded to respond to the needs of people living in challenging neighbourhoods, focusing on empowering people experiencing levels of deprivation. Olmec has been delivering a series of successful programmes since that time.

Our principal activities are:

- Developing the capacity and sustainability of social enterprises through business support.
- Supporting social housing residents into work through innovative employment training, job brokerage and coaching programmes.
- Community leadership programmes such as Black on Board that offer a pathway into governance positions.
- Supporting the race equality sector.
- Bespoke consultancy to meet the needs of the social housing sector.
- Developing avenues to act as a catalyst for social change.

How to apply

You will need to send the following via email to john.mayford@olmec-ec.org.uk

1. Your CV
2. A supporting statement of no more than 2 pages

Further information and contact details:

C E O, John Mayford
Mobile: 07872 507 489
Website: <http://www.olmec-ec.org.uk/>

JOB DESCRIPTION

Job Title: Project Officer
Reporting to: Development Director

Purpose of job role

To develop, coordinate and deliver administrative tasks, procedures and systems that support Olmec's work.

Specific Duties

To provide Administrative Support for Olmec's training Courses, development programmes including:

- a) Delivering a positive and efficient service to the Olmec team and all internal and external customers, compliance with published service standards, good practice and all statutory and legislative requirements. Ensure that all relevant parties are kept fully informed of progress of tasks and queries through to completion. Provide overall support to the team.
- b) Booking rooms, organising and preparing venues including arranging refreshments and negotiating costs.
- c) Coordination of documentation associated with Olmec's training provision and development work including printing, collating, circulating and filing of workbooks, case files, timetables, assessments, presentations, certificates and all other paperwork.

1) General Administration Duties

- a) Be the first point of contact for all enquiries to Olmec including via the website, email and telephone.
- b) Be responsible for managing petty cash systems and procedures.
- c) Provide personal support to staff colleagues including diary co-ordination, travel arrangements and ordering equipment and services.
- d) Coordinate electronic filing systems for Olmec and its projects ensuring that all information can be easily accessed when required.
- e) Play a lead role in administering events and training in terms of organising venues, facilities, refreshments and all other tasks related to events coordination.
- f) Maintain a central database for Olmec adding contact details as appropriate
- g) To be responsible for organising team meetings and disseminating the minutes of meetings

- h) Support individual team members of Olmec's team in the day to day running of projects as required
- i) Be responsible for updating and implementing Olmec's document retention policy and practice.

2) Outreach & Delivery

- a) To assist in the publicity and dissemination of information on projects
- b) To assist in the outreach required by projects in the community
- c) To update information on Olmec's website as required and to ensure information on the website is always current
- d) To maintain a central record of all events and publicity information across Olmec
- e) Maintaining SharePoint system
- f) Financial administration

3) Area of specialism

Undertake a specialist role in one or more area by supporting colleagues so that this their programme/project is delivered effectively and efficiently. Develop knowledge and flexibility by working in different specialisms as required

These might include:

- a) Rise Into Employment - Beneficiary Database - which may include meeting with clients sending out vacancies, carrying out outreach, Job searching, completing initial assessments, booking appointments, CV review and developing publicity material as well as any other general assistance needed
- b) Black on Board Beneficiary Database - which may include sending out vacancies, supporting event, completing evaluation and developing publicity material as well as any other general assistance needed
- c) First Steps In Social Enterprise Database - which may include sending out vacancies, supporting event, completing evaluation and developing publicity material as well as any other general assistance needed
- d) This job description covers the current range of duties and will be reviewed from time to time. It is Olmec's aim to reach agreement on changes, but if agreement is not possible, Olmec reserves the right to change this job description.

PERSON SPECIFICATION - Project Officer

Attributes	Essential	Desirable
Education	<ul style="list-style-type: none"> • A good general level of education i.e. GNVQ level or equivalent 	<ul style="list-style-type: none"> • A Level/Degree qualification
Knowledge	<ul style="list-style-type: none"> • Demonstrable practical administration skills within an office environment • Proven experience of working with the community and voluntary sector • Proven experience of using monitoring and evaluation systems 	<ul style="list-style-type: none"> • Understanding of governance and social enterprises,
Skills and Abilities	<ul style="list-style-type: none"> • Ability to work within a team • Ability to liaise at different levels within an organisation • Ability to work in communities • Ability to communicate effectively and persuasively verbally and in writing with a wide range of people • Ability to organise events • Proven ability to manage and prioritise work-load and work to deadlines • Ability to consistently meet performance targets whilst remaining adaptable and flexible to changing needs and circumstances • Knowledge of equality issues and how these impact on vulnerable groups • Financial literacy • Demonstrable IT skills within an office based environment including Excel, Microsoft Outlook, Microsoft Word and PowerPoint • Excellent verbal and written communications skills • Flexibility to work outside core hours occasionally to support meetings and other activities as required 	<ul style="list-style-type: none"> • Experience of working within a social enterprise • Experience of events administration or management • Experience in employment support • Problem solving skills
Equality	<ul style="list-style-type: none"> • Understanding and commitment to Equal Opportunities 	
Customer Care	<ul style="list-style-type: none"> • Track record of practising effective customer care 	