

# PROJECT ADMINISTRATOR

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## JOB DESCRIPTION:

<b>JOB TITLE:</b>	Project Administrator
<b>LOCATION:</b>	Project specific
<b>ACCOUNTABLE TO:</b>	Overall Project Manager Project Manager
<b>RESPONSIBLE FOR:</b>	Providing administrative support to ensure the smooth running of the whole project
<b>KEY RELATIONSHIPS:</b>	Project Manager Sponsors
<b>BACKGROUND:</b>	<p>CASL was set up in November 2007 and is the principal agency whereby the Church of England delivers on its commitment to develop 100 new secondary academies in the next decade. Church of England academies are designed to offer the highest quality of education to children and young people who live in very challenging communities where there is substantial deprivation.</p> <p>The following elements will be important:</p> <ul style="list-style-type: none"><li>• A clear and living identification with the vision and ethos of the diocese as lead sponsor such that the Project Administrator can empathise and engage intellectually, spiritually, and morally with the aims set out in the Expression of Interest</li><li>• Supporting the Overall Project Manager and the Project Manager</li><li>• Writing agendas, taking minutes, and creating action points from meetings</li><li>• Maintaining databases and other various project related documentation</li><li>• Liaison with the CASL Project Management Unit (CASL PMU)</li></ul>
<b>JOB SUMMARY:</b>	The post holder will assist with the project management and provide flexible and effective administrative support to the project management team through the feasibility and implementation of the academy project.

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## MAIN DUTIES AND RESPONSIBILITIES

1. Prepare and send out agendas and papers for meetings of the Project Steering Group (PSG) and its working groups, at least seven days before the related meeting.
2. Attend PSG meetings and working groups and draw up, file and circulate minutes, action points and other documentation. Use standard CASL templates and protocols.
3. Ensure that agreed action points are followed up.
4. Arrange and facilitate other meetings and events related to the project.
5. Assist the Overall Project Manager and Project Manager in the following areas:
  - co-ordinating the work of external consultants
  - developing and maintaining relationships with sponsors
  - developing and maintaining relationships with stakeholders
  - ensuring the delivery of all project outcomes in keeping with the aims and ethos of the sponsor(s), including innovation and vision
6. Maintain a database of agreed documentation relating to the academy project.
7. Ensure that all relevant project documents and dates are uploaded to SharePoint (CASL intranet) accurately and in good time and that all project team members use their CASL e-mail account for all CASL related e-communications.
8. Assist the Overall Project Manager in the creation and maintenance of the project risk register, the issues register, and a record of actions against the Product Breakdown Schedule (PBS).
9. Assist the Overall Project Manager and Project Manager in liaison with the CASL monitoring team to ensure timely structured reporting to the DCSF lead officer.
10. To assist the Overall Project Manager and Project Manager in undertaking such other tasks and duties as are required to carry forward the project.
11. The Freedom of Information Act does not apply to CASL as it is a private company and CASL is not registered under the Data Protection Act. However, project management teams are instructed to maintain the highest possible standards in all documents and correspondence and apply the Data Protection Observance checklist, which can be found on SharePoint, to their work for CASL.

**PERSON SPECIFICATION:**

	Essential	Desirable
Skills	<p>Project management skills  Networking skills  Good communication skills, both written and verbal  Excellent IT skills  Political awareness and sensitivity</p>	<p>ECDL or equivalent ICT qualification</p>
Abilities	<p>Ability to draft letters and reports  Ability to prioritise, plan and be proactive  Ability to establish good working relationships with people and organisations at all levels (e.g. local authority officers, councillors, senior clergy, headteachers, senior business figures and DCSF officers)  Ability to adapt to changing needs and demands  Ability to maintain confidentiality</p>	
Experience & Qualifications	<p>Experience in a busy shared office  Experience of arranging and participating in committee meetings  Experience of committee and board administration  Understanding of the role of the Church of England in the Education sector and of its internal structures</p>	<p>Experience of organising events  Experience in education  Experience in a project management environment  An understanding of the Voluntary Aided structures and systems</p>
Personal Attributes	<p>A close interest in, and empathy for, the work of the Church of England in the field of Education  Ability to work flexibly to fulfil urgent tasks  Ability to travel for training and meetings, including overnight stays  Confident, friendly and tactful</p>	<p>Full UK Driving Licence  Knowledge of the Diocesan school network and the local area</p>

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## **GENERAL CONDITIONS:**

### ***Diversity***

Equal treatment amongst people from diverse backgrounds and with diverse perspectives is one of the central precepts to the Church of England's mission and theology. CASL values the richness, which this equal treatment brings to the workplace. It therefore has an equal opportunities policy in place. This policy not only requires the employer to fulfil certain obligations but also places responsibilities on staff. Staff found to be contravening the policy or acting outside its spirit will be subject to disciplinary action, which could lead to dismissal.

CASL wishes to implement the terms of the Disability Discrimination Act and are committed to improving opportunities for people with disabilities.

### ***Standards of Behaviour and Conduct***

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as professionals, whatever their job.

### ***Health and Safety Responsibilities***

All CASL staff are required to ensure that they understand and accept the legal duties placed on them by the Health and Safety at Work Act not to endanger themselves or others and by the Management of Health and Safety at Work Regulations to co-operate with colleagues and management in the control of health and safety at work. And therefore:

- to read and understand and abide by the CASL health and safety policy;
- to make themselves familiar with accident and emergency procedures on the site;
- to make themselves familiar with the findings of any risk assessments which might affect them;
- to inform their management team immediately of any health or safety deficiencies or dangerous situations or near misses;
- to set a good personal example in respect of health and safety.

### ***Confidentiality***

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their Head of Department.