



## **BBO EVOLVE ADMINISTRATION SUPPORT**

'Evolve is funded by the European Social Fund and the National Lottery Community Fund.'

**Department: Education and Employability**

**Reporting to: BBO Evolve Coordinator**

**Hours: 37.5 hours per week**

**Salary: £16,500 - £17,500**

**Location: Burton Albion Community Trust**

**Contract Type: Full time to December 2022**

**Closing Date: 22nd August 2021**

**Interview Date: Wednesday 8<sup>th</sup> September 2021**

### **Summary of your role:**

Burton Albion Community Trust are looking to recruit a BBO Evolve Employability Coach who will support the BBO Evolve Coordinator in delivering employability support to participants who are not in employment, education or training.

Building Better Opportunities/Evolve is a project aimed at supporting both long and short term unemployed individuals to find the right direction to move towards employment, education or training.

### **Your key responsibilities, but not limited to:**

- Overseeing the smooth running of the Management Information System and ensure that all information is recorded accurately and within the required timescale.
- Be the first point of contact for the BBO Evolve programme by answering telephone and email enquiries.
- Monitoring project outputs in line with project plan.
- Preparation and presentation of reports as requested.
- Undertake other duties as required to support the BBO Evolve Coordinator, attending employability events and delivering workshops and 1-1 sessions.

### **You Must Have:**

- Business Administration experience or qualifications
- Good level of English and Maths
- Customer service
- Experience of working with customer / client management software
- Good level of ICT literacy with knowledge of Microsoft packages e.g. Word, Excel and Outlook
- Ability to engage with people from all backgrounds and strong networking skills

### **You would ideally have, but not vital:**



- Information Advice and Guidance Qualification
- Additional NGB coaching qualifications
- Experience working a role in employability / advice and guidance.

### **Equal Opportunities:**

We are dedicated to fostering a diverse and dynamic working environment by building a team that represents a variety of backgrounds, perspectives, and skills. The more wide-ranging we are, the better our work will be.

We are committed to Safeguarding children and adults at risk. The necessary Disclosure and Barring Service check will apply to this post

### **Application process:**

1. If you would like to work at Burton Albion Community Trust as the BBO Evolve Employability Coach download an application form and a copy of the full job profile located on the Burton Albion Community website via the following link:
2. Please send a fully completed application form and cover letter detailing why you would be suitable for the role via email to
3. If you require any further information or wish to discuss the opportunity, please contact [Sarah Evans Education and Employability Manager on sarah.evans@burtonalbionct.org](mailto:sarah.evans@burtonalbionct.org).

The National Lottery Community Fund is the largest community funder in the UK – we're proud to award money raised by National Lottery players to communities across England, Scotland, Wales and Northern Ireland. Since June 2004, we have made over 200,000 grants and awarded over £9 billion to projects that have benefited millions of people. We're privileged to be able to work with the smallest of local groups right up to UK-wide charities, enabling people and communities to bring their ambitions to life.