

### Job Description

<b>Job Title</b>	Community Engagement Administrator
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<b>Starting Salary</b>	£24,000 - £28,000 (FTE) Part Time (0.6) (in role 4/5 days per week) ASONE HUB
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<b>Location</b>	Hybrid - Remote (Home) & ASONE Hub Redruth TR15 1SS
<b>Contractual Status of Role</b>	<b>Fixed term up to September 2024, (tender for onward funding in November 2023.)</b>
<b>Reporting to</b>	ASONE has a decentralised system of working and colleagues report to and with each other and are expected to contribute towards continuous improvement. For HR purposes: Programme Director
<b>Direct Reports</b>	To company Directors within decentralised meeting schedule and provide a quarterly written monitoring and evaluation reports to Programme Director.

<b>Job Purpose</b>	As the ASONE Community Hub moderator you will proactively facilitate positive communication, active engagement and build relationships with all consortium members through the ASONE Community Hub (website). You will disseminate and release information as it relates to the ASONE Hub Programme and business plan and contribute to data capture for statutory reporting. Receiving information from the Events Admin and Front of House Lead to generate tickets, content & events listings.
<b>Main Responsibilities</b>	<p>Provide high quality administrative support including word processing of correspondence, reports, presentation materials and spreadsheets.</p> <p>Onboard/complete exit evaluation of interns and liaise with other agencies on work-based learning opportunities and placements.</p> <p>Assist with record management and ensure accurate information is maintained in the appropriate IT packages.</p> <p>Respond to day-to-day queries and correspondence and escalate where necessary.</p> <p>Provide support for financial management.</p> <p>Provide a quality service to children and young people in Cornwall by maintaining a record of membership of county choirs, orchestras and other relevant activities.</p>

	<p>To provide support at A<b>SONE</b> Hub events in line with the A<b>SONE</b> Hub Delivery Plan. This may on occasion require working during the evening or at weekends.</p> <p>To prepare forms and receive applications for funding including subsidies.</p> <p>To positively contribute to the decentralised system of team working; be collegiate, respectful, and kind.</p> <p>Build partnerships with stakeholders (deliverers and practitioners) to enhance the services provided by the A<b>SONE</b> Hub and to maximise the access for the A<b>SONE</b> Hub services to young people throughout Cornwall using various communication methods. This will be done by identifying new stakeholders, attending applicable events, and facilitating various engagement activities such as producing newsletters and social media content.</p>
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<b>Person Specification</b>	<p>Proven experience in an administrative function.</p> <p>Excellent communication and customer skills.</p> <p>Highly organised.</p> <p>Great attention to detail.</p> <p>Strong familiarity and comfort with technology in general, and a desire to remain informed of current trends and improvements.</p> <p>Desirable: to be trained in Child protection. If this is not in place the postholder will receive such training.</p> <p>Satisfactory DBS check.</p> <p>Community engagement experience.</p>
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<b>Additional Circumstances</b>	The role may involve occasional travel, including overnight stays.
<b>Notes</b>	<p>The role description is not intended to be an exhaustive list in every respect, but rather to clearly define the fundamental purpose, responsibilities, and dimensions for the role. Therefore, this role description does not describe any individual role holder.</p> <p>In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.</p> <p>Area and Project leads are responsible for directly purchasing resources as required, supported by annual allocated budgets prepared by the Contracts/Office Administrator.</p>