**Job Title**: Essex Alliance Administrator

**Line Management:** Essex Alliance Project Lead

**Location**: Great Dunmow (with occasional travel within Essex)

**Hours:** 5 per week (flexible)

**Salary:** £9.28 per hour

**Contract:** Fixed term (till 20th September 2020)

**Starting Date:** Week of 6th January 2020

Mind in West Essex is recruiting this position on behalf of The Essex Alliance, a co-operative group which aims to raise awareness of community and voluntary sector organisations of Essex.

The Essex Alliance’s website platform offers member organisations the ability to share best practice and discover opportunities such as awards and funding streams. Members also attend meetings within Essex to represent all members of The Essex Alliance, and to share their thoughts and concerns to a wider audience.

The Essex Alliance is currently going through a period of growth and change, and has recently launched The Essex Map to promote the work of the third sector in Essex and also to help local residents to find the groups, services, and activities available to them.

Please note that this post is a fixed term contract which will end on 20th September 2020. This post is funded by grants, and is the hope of The Essex Alliance that further grant funding will be awarded during the term of the contract to allow the post to be continued.

**Purpose of the Job**

The main objective of this post is to play a key role in the administration, development and implementation of The Essex Alliance.

This will include sourcing and producing website content (third sector news, award schemes, funding streams, consultations etc), approving website content submitted by members (following guidelines), approving map listings (following guidelines), booking meeting rooms, producing meeting agendas and writing meeting minutes.

**Roles and Responsibilities**

* Be a champion for the work of the third sector in Essex
* Encourage local Voluntary, Community and Social Enterprise Sector organisations to become members of, and engage with, The Essex Alliance
* To provide Administrative support to the Project Lead and the steering group of The Essex Alliance, contributing to good communication and smooth running of the projects
* To support with events held, and attended by, The Essex Alliance
* Maintain strict confidentiality of all persons who are members of The Essex Alliance
* As this role is being recruited by Mind in West Essex, the successful candidate must adhere to the policies and procedures of Mind in West Essex
* As this role will be based at the Great Dunmow office of Mind in West Essex, the successful candidate must maintain strict confidentiality of all persons using any Mind in West Essex Service at all times

**PERSON SPECIFICATION**

|  |
| --- |
| **Essential Criteria;**   * Excellent interpersonal skills * Self-motivated with the ability to manage own workload * Good IT skills e.g. Microsoft Word/Excel, Google docs with the willingness to undertake training to use other systems * Good organisational skills * A positive and creative approach to ‘problem solving’ * Ability and willingness to use initiative * Willingness to actively engage in supervision and appropriate training * A passion for networking and creating a better future for Essex * Clean Driving License and use of a car (or alternative plan for travel within Essex)   **Desirable Criteria;**   * Knowledge or experience of the VCSE sector * Experience of using Wordpress content management systems * Experience of using social media for business |

This Job Description will be subject to review in light of changing circumstances and is not intended to be rigid or exhaustive but should be regarded as providing guidelines within which an individual operates.