



This post is funded by the European Social Fund and The National Lottery Community Fund.

Job Description

Job Title:	BBO Assistant Project Supervisor
Department:	Training and Employment
Hours:	Full-time 37.5hrs The post holder will be employed solely on the BBO project for 37.5hrs a week.
Annual Leave:	25 days – plus bank holidays
Probationary Period:	6 Months
Reporting to:	Academy Training Manager
Main role and purpose of position:	<p>Under the supervision of the BBO Project Supervisor:</p> <ul style="list-style-type: none"> (i) Organise and deliver elements of course provision. (ii) Support the day to day running of BBO training and provision to ensure quality and compliance with all requirements. (iii) Set up and deliver approved BBO administration and delivery processes to ensure the smooth running of programs. (iv) Audit and monitor compliance with BBO requirements. (v) Assist in ensure full compliance with BBO rules and regulations to successfully complete quarterly claims by the given deadlines (vi) Assist with the training of new staff to comply with BBO rules and regulation (vii) Assist with marketing and promoting BBO programmes with stakeholders and partners to meet all BBO target outcomes.
Main Duties	<p>Full-time BBO Assistant Project Supervisor and Administrator</p> <ul style="list-style-type: none"> • Support the set up and deliver programs and administrative processes to meet BBO requirements. • Use approved programs to monitor and report financial targets and budgets to meet targets. • Upload and input data and information to maintain up to date records. • Liaise with teams internally to produce information and records required to support BBO claims.

	<ul style="list-style-type: none"> • Working with the BBO Project Supervisor liaise and work with the BBO team at LBC to ensure that all claims are compliant with requirements. • Assisting the BBO Project Supervisor to ensure quarterly claims are submitted by given deadline and that claims are fully compliant with BBO requirements. • Timetabling rooms and staffing to achieve course outcomes and targets. • Day to day admin and processes to ensure the smooth running of programs. • Marketing and promotion of provision. • Work with businesses and partners to arrange visits, talks, mock interviews, work placements and other activities. • Booking venues and staff for programs. • Comply with and promote systems to record activities associated with the BBO projects to ensure efficiency and compliance. • Maintain database records on InForm. • Update management information systems. • Manage referrals to courses from internal and external sources. • Maintain individual learner records, including achievement and attendance at activities. • Monitor attendance on all courses, and follow up on non-attendance and take appropriate action to ensure maximum attendance and completion on all programmes. • Assist the BBO Project Supervisor wherever necessary and in all areas of the operation. • Produce reports and information as required on a regular or bespoke basis. • Undertake any other duties as deemed appropriate to the post by your line manager. • Liaise with and organise trainers and staff at other sites where training takes place.
Responsibilities:	<ul style="list-style-type: none"> • BBO Programme administration and organisation. • Compliance with processes and administration related to the BBO project at the Academy • Day-to-day delivery of programmes in the BBO catchment area. • Data and information entry to allow the effective and efficient supervision and management of programs. • All record-keeping and reporting related to BBO programmes. • Completing BBO participant and financial claims by set deadlines. • Supporting and assisting the BBO Project supervisor in delivery of the BBO Programs. • Compliance with BBO rules and regulations relating to programmes.
Qualifications and experience	Successful applicants will have GCSE English and Maths at grade C or above with good IT skills and experience of using databases and

	<p>Microsoft software in administration.</p> <p>Ideally candidates will have experience of delivering on BBO projects, ESF projects or something similar. They will have a good understanding of finance, possibly a finance background, be able to demonstrate through previous experience the ability to work as part of a team but also work under their own initiative.</p> <p>The ideal candidate will have a close attention to details and be focused on a right first-time approach.</p> <p>Strong IT and database skills, well organised, efficient and effective administrator.</p>
NOAH Policies:	All duties are to be carried out in accordance with the Policies & Procedures of NOAH Enterprise.
Christian Ethos:	The work of NOAH Enterprise is founded upon a Christian ethos and it is expected that the post holder will respect this ethos.

NOAH is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment and our Safeguarding Policy and Procedure.