

**“Working in partnership to  
influence and transform  
Health and Social Care”**



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**Project Support Officer – £22,500 per annum**

# Job Description

<b>Post:</b>	Project Support Officer
<b>Responsible to:</b>	Operations Director
<b>Hours:</b>	35 Hours Per Week
<b>Salary:</b>	£22,500 per annum
<b>Location:</b>	Based at Perkin House, Bradford 1
<b>Special conditions:</b>	As part of this role, you will be required to work and travel across the Bradford District and Craven. While the VCS Alliance supports hybrid working, there is an expectation that you will be in the office for at least two days per week.
<b>Benefits:</b>	28 days annual leave per year (Pro Rata) plus bank holidays, an additional day of leave for your birthday, Employee Assistance Programme, hybrid working, workplace pension, opportunities for professional development and free office parking.

## Background

The purpose of the VCS Alliance is to work in partnership to influence and transform Health and Social Care

**We have 4 strategic objectives**

1. We will become a transforming force in Health, Social Care and the community.
2. We will nurture our team and put them at the heart of everything we do.
3. We will develop a robust internal infrastructure.
4. We will become a learning organisation.

This post will contribute to all four strategic objectives.

## Purposes of the Post

- To provide essential support to project leads to ensure effective delivery of our projects.
- To provide general support to all staff across the VCS Alliance to ensure our work can run smoothly and effectively.

## Duties and Responsibilities

- Support the Project Leads to arrange meetings.
- Take minutes and actions during meetings.
- Update relevant action logs following meetings.
- Working with the relevant staff to ensure invoices are processed promptly.
- Assist in developing marketing materials.
- Post regular updates on the VCS Alliance website and social media.
- Support to plan and run events.
- Handle administrative tasks such as printing, filing, ordering refreshments, record keeping.
- Support Project Leads to collate and input monitoring information.
- Support Project Leads to prepare reports and progress updates.
- Monitor office inventory.
- Respond to enquiries via phone, email and drop-ins.
- Work with colleagues to develop newsletters, mailing and website updates.
- Complete any other relevant administrative tasks.

Continued overleaf

# Job Description

## General Requirements

- Undertake personal training as required.
- Attend regular supervision sessions and staff meetings.
- Support general VCSA administration by handling inquiries via the telephone, email and drop-ins.
- Provide relevant information for VCSA's newsletter/s, mailings, website and social media
- Comply with all organisational policies and procedures.
- Promote VCSA with all stakeholders during the duties of your work.
- Undertake any other duties prescribed by your line manager.

## Equal Opportunities

VCSA is committed to promoting equality, diversity and inclusion, anti-discrimination and anti-oppressive policy and practice. Everyone who comes into contact with the VCS Alliance and its staff and volunteers will be treated with dignity and respect and will not be discriminated against directly or indirectly on the grounds of any protected characteristic described in the Equality Act (2010) including their gender identity, sex, race/ethnicity, religion, marital status, sexual orientation, mental health status age or disability. Job applicants, employees, volunteers and service users will be entitled these protections too.

## Notes

All jobs are subject to change from time to time and this job description will be reviewed regularly. This post is subject to a 3-month probationary period and will be subject to a Basic Disclosure and Barring Service check. Applicants must be eligible to work in the United Kingdom.

## Person Specification

Skills and Experience	Assessment
Highly organised and able to multitask	Interview
Strong attention to detail and problem-solving skills	Interview
Excellent communication skills, both verbal and written	Application / Interview
Able to work independently and as part of a team	Application
Proficient in Microsoft Office	Application
Desirable:	
Experience in a similar role	Application
Experience writing reports	Application
Experience posting on websites and social media platforms	Application
Values	
Commitment to diversity and inclusion	Interview
Commitment to working sustainably	Interview
Demonstrates honesty, openness and respect for everyone	Interview



If you would like to know more about this exciting opportunity or if you have any questions - please contact Nick Rogers, Operations Director in confidence on email: [nick@thevcsalliance.org.uk](mailto:nick@thevcsalliance.org.uk)

Opportunities with The VCS Alliance and External Partners - The VCS Alliance

Closing date: Sunday 7th July at 11.59pm Interviews will take place the week commencing 15th & 22nd July 2024.

For further information about how to apply and the recruitment pack visit [www.thevcsalliance.org.uk](http://www.thevcsalliance.org.uk)