

Job Description: Project Administrator

Accountable to: Cancer Champions Project Manager

Salary: £12,317.66

Hours: 18 hours per week

Holiday entitlement: 25 days (pro rata) plus bank holidays

Probationary period: 3 month

Period of Contract: 3 Year fixed term

Period of Notice: 1 month during probationary period, thereafter 2 months

Base: Spring North, 1 Exchange Street, Blackburn, BB1 7JN

Project Background


MACMILLAN CANCER SUPPORT

Nationally, evidence suggests that cancer awareness and help seeking behaviours are low across all minority ethnic groups (Macmillan 2021) and that uptake of cancer screening services are generally lower among people from minority ethnic groups. Evidence also shows that British Asian individuals report significantly higher incidences of depressive symptoms following a cancer diagnosis compared to white British individuals. Among these groups, there is often a strong reliance on spiritual belief and practice which may have implications throughout the cancer journey.

Public Health England reports higher-than-average cancer mortality rates among minority ethnic communities, especially South Asian communities in Blackburn with Darwen, compared to regional & national figures. Health profiles for Blackburn with Darwen also show fewer cancers diagnosed at Stages 1 & 2 than regional and national averages, indicating delays in presentation, later diagnoses in this community.

The intervention aims to set up and develop a Volunteer Cancer Champion project across Blackburn with Darwen, with the emphasis on various South Asian communities. This initiative will leverage the expertise of trusted, embedded partners within these communities to foster positive engagement and address the unique challenges faced by and within the different South Asian communities, by utilising Volunteer Champions who are representative and even influential within their communities.

The project aims to break down stigma and misinformation surrounding cancer. Volunteer Cancer Champions will promote cancer literacy, encourage early screening, and address cancer navigation issues identified by the communities.



Job Purpose

The Project Administrator will play a crucial role in the administrative and operational support of the Cancer Champions Project. This position involves providing comprehensive back-office support, managing logistical elements, and ensuring efficient data management to support the project's goals.

Duties of the Post

Scope of work:

- Provide robust day-to-day back-office assistance to ensure smooth operations within the project.
- Book venues for events and distribute awareness materials (both digital and on-site) as required for project activities.
- Manage and maintain training records and Disclosure and Barring Service (DBS) checks for volunteers and staff.
- Record and capture outcome data, particularly for Cancer Champions requiring IT support. Compile this data to enhance frontline delivery and support overall project effectiveness.
- Assist in the management of volunteers, including scheduling, communication, and logistical support.
- Work closely with project manager to ensure compliance with agreements, governance standards, and project objectives.
- Support the Project Manager in developing a robust system for capturing and sharing outcome data to facilitate continuous learning and improvement using Spring North's bespoke Zoho data system.
- Support the Project Manager in the preparation of regular service performance reports to ensure that KPIs, outcomes and key deliverables and contractual reporting is being met.
- Work in collaboration with the Project Manager, other project staff and partners to ensure the best outcomes for the project across Blackburn with Darwen.
- Ensure that stakeholders and service users are aware that they are interacting with a Macmillan funded Cancer Champion project.
- Promote the full range of Macmillan resources and services and actively engage with Macmillan Cancer Support to contribute expertise and experience and to support the Macmillan Strategy.
- Represent the BwD Cancer Champions project professionally and effectively to external stakeholders at both a local and national level.



• The Project Administrator will be expected to handle a varied workload, this may include some evening and weekend work.

• The Project Administrator will undertake any other tasks that may be requested, commensurate with the nature and level of the role.

Project Officers will undertake any other tasks that may be requested, commensurate with the nature and level of the role.

General Responsibilities:

- To work collaboratively with the projects leadership team to develop and achieve shared goals and objectives.
- To contribute to the general administration, good running and development of the BwD Cancer Champion project, while adhering to safeguarding, confidentiality, data protection, health and safety, equality and other organisational policies.
- Monitor your own continuing professional development and identify training, growth and development opportunities.
- To maintain good relationships with colleagues, volunteers, and other stakeholders, while also upholding high standards of professional accountability.

The above requirements of the job are intended as a basic outline. There may be other tasks relating to the efficient and effective operation of the organisation. In these instances, the post holder will be expected to adopt a flexible and helpful approach.

This job description is current at the date shown but, in consultation with the postholder, it is liable to variation by the Charity to reflect change in or to the job outlined above.



Person Specification

Requirements for Role	Essential (E) Desirable (D)	Application Form (A) Interview (I) Reference (R)
Qualifications		
Courses or certifications in office administration, such as those offering expertise in Microsoft Office Suite, data management software, or other relevant project management tools.	D	A/I
Knowledge & Experience		
Demonstrated ability to handle day-to-day administrative tasks efficiently.	E	A/I
Proven track record in managing logistics, including booking venues and distributing materials.	E	A/I
Excellent organisational skills and attention to detail, particularly in managing records and compliance-related tasks.	E	A/I
strong background in coordinating and administering action plans in support of project objectives. This includes tracking progress against targets, identifying deviations from the plan, and facilitating corrective measures.	E	A/I
Demonstrable experience in accurately recording the proceedings of meetings, including capturing detailed notes on discussions, decisions, and action items. The candidate ensures that all documentation is clear, precise, and distributed in a timely manner to all relevant parties.	D	A/I
Proven experience in preparing comprehensive reports that summarise project statuses, outcomes, and other critical metrics. This includes the ability to analyse data and present findings in a clear, concise manner that can be understood by stakeholders at all levels.	D	A/I
Extensive experience in entering and managing data across various systems, ensuring accuracy and integrity of the data, adept at using database management software to input, update, and maintain accurate records essential for project tracking and reporting.	D	A/I
Experienced in providing administrative and logistical support to the Project Manager, including scheduling meetings, managing correspondence, and coordinating with other team members and stakeholders.	D	A/I
Proactive and anticipatory approach to the needs of the Project Manager, ensuring smooth operation of the project office and effective communication channels.	D	A/I



Skills		
High standards of accuracy and attention to detail	E	A/I/R
Excellent written and verbal communication skills	E	A/I/R
Excellent IT skills. Competent in Microsoft Office (Outlook, Word, Excel & powerpoint)	E	A/I
Ability to prioritise, plan and organise day to day activities ensuring that objectives are achieved on time	E	A/I
Excellent organisational and time management skills with the ability to multi-task	E	A/I/R
Good interpersonal skills, confident and professional telephone manner	E	A/I
Effective problem-solving techniques	E	A/I
Personal Attributes		
The ability to use own initiative and know when to seek advice	E	A/I
Acts with professional integrity at all times	E	A/I/R
Ability to work under pressure to tight deadlines	E	A/I
Ability to develop and maintain strong, effective and professional working relationships	E	A/I
Willingness to travel where necessary / understanding that some remote working will be involved	E	A

