



Department
for Work &
Pensions

KICKSTART SCHEME

DWP Bid Unique Identifier

Job Placement title: Greater Manchester Environment Fund Trainee Administration Assistant

Company name: Lancashire Wildlife Trust

Job Placement summary (Outline of the job description including key responsibilities and detail of the skills the young person will develop. Please provide as much detail as possible Please do not use bullet points)

Job Purpose

This post is part of a new team that will be developing and managing the Greater Manchester Environment Fund (GMEF). The Fund will be managing two funded programmes and an Administration Assistant will support the delivery of these programmes, ensuring all claims are submitted on time, the management of the programmes is supported, and opportunities for communications are maximised.

There will be opportunity to join in with a wide range of projects in order to help with communications however the majority of the time this post will be office based (initially homeworking) to assist with administration duties.

Key Responsibilities

- Take a pro-active approach to capture and showcase stories from a wide variety of projects delivered across Greater Manchester (written, photography and via video)
- To support the organization of Steering Group meetings, site visits and workshops and the production of presentations for other meetings. This will include booking rooms, taking minutes, creating presentations, producing supporting documents and papers to circulate.
- To support the co-ordination of grant claims and ensure all partners/projects leads are supported in completing supporting documentation correctly.
- To support partner /project leads with providing evidence of evaluation and demonstrating impact/value for money.
- To keep website up to date.
- To support writing press releases and regular social media posts with support from the Asst Comms Officer.
- To support event co-ordination.
- To help maintain a database of key contacts/network.
- To help deal with enquiries.
- To help with regular e-newsletters and e-mailouts.
- To help with application returns and identify missing information.
- To help with sending out grant approvals, permissions to start and grant claim notifications.
- To help with follow up calls and site visits.
- To help with assessing claims.
- To help with collating case studies.
- Take a pro-active approach to capture high quality photographs of the wildlife sites (and species) across which the Trust works.
- Working effectively alongside colleagues to bring added value to our existing work.
- Follow all policies and procedures, including the Health and Safety procedures within LWT.

Essential skills, experience and qualifications (please do not use bullet points)

Knowledge, Skills & Experience

- Passion and enthusiasm for the natural environment and ways in which we can inspire people to get actively involved.
- Good knowledge and interest in the natural environment.
- Strong people skills and able to communicate effectively with a wide range of audiences.
- Strong organisational and team working skills.
- Ability to work under own initiative and independently.



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Job category (DWP use only)

Number of hours per week 30 hours

**Working pattern and
contracted hours** (including
any shift patterns)

Hourly rate of pay NMW

Details of employability support (training opportunities/mentor)

Employability Support

We have agreed that The Growth Company will provide on-going remote/virtual support and training to our Kickstart placement employee throughout the duration of the placement on our behalf. This support will be based on a standardised syllabus, delivered by GC Employability Tutors on subjects such as employability, life-skills, and motivation & confidence. We understand that we are required to release our Kickstart placement employee to undertake this training when required.

Personal Development Programme

Experience of communicating and liaising with a wide of public audiences.
Opportunity to capture and develop creative presentations, case studies and social media content.
Ability to deliver high standards of customer service.
Ability to carry our administration duties and managing multiple projects simultaneously.
Ability to work effectively in a team.
Health and Safety Level 1 and 2, alongside Fire Marshall Training.
First aid awareness.

Closing date for applications Ongoing until placement is filled

Using the table on the next page please provide details for each Job Placement by location.



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Employer Job Placement reference (where applicable) 12 Characters Max	Job Placement location and address (including post code)	Contact details for the Job Placement. Name (required) Email address (required) Telephone (optional)	How to apply for the Job Placement	Number of Job Placements at location	Maximum number of referrals per Job Placement	Is public transport available? Yes/ No/ Don't know	Anticipated start date/s (if known)
	Environmental Resource Centre, 499 – 511 Bury Road, Bolton, BL2 6DH	Daveen Wallis dwallis@lancswt.org.uk 07740419180	Express your interest by sending us an email to gmenvfund@lancswt.org.uk , or texting 07740419180. To apply please fill in & return an application form which can be found at www.lancswt.org.uk/jobs . We will then arrange an informal telephone / teams interview	1	20	Yes	ASAP