

## **JOB DESCRIPTION: Projects & Admin Officer**

<b>Responsible to:</b>	SEFF's Office Manager + Project Coordinator (division of line management discussed upon appointment)
<b>Location:</b>	SEFF's Richhill Office - 163A Portadown Rd, Richhill, Armagh, BT61 9LJ
<b>Hours of work:</b>	20 hours per week (funded until 31 <sup>st</sup> March 2026)
<b>Salary:</b>	SC4-7 £13,645 PA Gross for 20 hours per week & 6% pension-payable monthly in arrears

### **The Post**

This post has been developed as part of the Victims and Survivors Service VSP.

### **Purpose of the Role**

The Projects and Admin Officer role supports the functions of SEFF in coordinating projects and activities with SEFF members, as well as supporting other member activities across the organisation. The role also ensures project documentation is up to date, assists with reporting and financial tracking, and provides general administrative support to the Richhill Office, supporting local SEFF members with requests.

### **Job Description**

The key elements that constitute the role of the Projects and Admin Officer are as follows:

#### **Main Duties:**

1. Development, implementation, and monitoring of project plans and timelines across the set region.
2. Track project milestones, deliverables, and key performance indicators.
3. Maintain project documentation, including risk assessments, project action plans, and minutes of relevant meetings.
4. Communicating and planning projects with the Project Coordinator and Director.
5. Liaise with internal teams and external partners to facilitate project activities.
6. Draft and format correspondence, reports, presentations, and other documents.
7. Regular communications via text/ email/ other means with members and clients as requested by the Office Manager/ Director
8. Submitting non-financial monitoring returns to VSS and other funders
9. Investigate relevant streams of funding to take forward specific projects and completion of Funding Application forms under the oversight of the Director.
10. Provide administrative support for procurement processes

11. Inputting of information to the monitoring and evaluation system (SEFF CRM), and ensuring accuracy from other staff
12. Assist in onboarding and coordination for consultants, volunteers, and contractors.
13. Preparation of VSS verification documentation - in collaboration with the Finance Manager.
14. Maintain accurate financial records and support audits as needed.
15. Collaborating with Admin Officer and Director to produce content for the monthly SEFF Newsletter, and Staff Monthly Bulletin.
16. Collaborating with Admin Officer, Projects Coordinator and Director to produce monthly SEFF Newsletter, and Staff Fortnightly Bulletin (sending to the Office Manager each fortnight)
17. Network and liaise with other relevant organisations in the facilitation and delivery of projects to meet identified members' needs
18. Set up of Meeting spaces, and ordering of venue catering etc
19. Maintaining SEFF's activities and operations in line with organisational policies and procedures
20. Intake of calls, emails, and face-to-face office drop-ins to the Richhill Office
21. Regular one-to-ones with Line Management - Office Manager to communicate any issues or discuss adjustments to role or activities
22. Other tasks as required by the Office Manager or Director.

**Key Skills and Competencies:**

- Excellent organisational and time-management skills.
- Strong written and verbal communication skills.
- Attention to detail and problem-solving ability.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook).
- Proficiency in other software and database systems
- Ability to work independently and as part of a team.
- Familiarity with project management tools/software is an advantage.

**Qualifications and Experience:**

- A degree or diploma in Business Administration, Project Management, or a related field.

And

- Minimum 2 years of experience in an administrative or project support role.

**For candidates with no degree or diploma**

- Minimum of 4 years of experience in an administrative or project support role and 5 GCSE's (or equivalent) at Grade C and above
- Experience in managing multiple tasks and deadlines in a fast-paced environment.