

Project Support Officer (Administration) MAPS & SGH

We have an exciting opportunity for an experienced administrator to play a vital role in supporting our Bristol Youth MAPS and St George's House (High Support accommodation service) teams. You will be a key team member, supporting these successful projects to prevent homelessness and provide supported accommodation for young people in Bristol.

We are particularly keen to increase applications from ethnic minorities, Muslim and male candidates as they are currently under-represented in our organisation. We would also like applications from people with relevant lived experience or who have strongly transferable skills.

Please find full details of how to apply via our website in the advert below. The deadline for application submissions is 23:59 Monday 18 July 2022.

If you need an adjustment to be made to any part of the recruitment process, please let us know as soon as possible.

We are a leading youth homelessness charity based in the Southwest, working with over 1,500 young people. We have strong local partnerships and adhere to the best practice in the sector. We build trusting relationships between our young people and our colleagues, and this is at the core of our work.

What we are looking for:

- An excellent administrator, who thrives in a busy working environment.
- A highly motivated and well organised person with excellent interpersonal skills.
- A team player who will have a central support role in two teams.

If you have transferrable skills and you are interested in this role, but you are worried about the application process, please get in touch with us. We encourage you to have an informal chat with the recruiting manager to discuss how your personal or professional experience and skills could be transferred to this role. Details of how you can do that are further down in this advert.

What you will be doing:

- Holding a pivotal role, alongside the team managers, supporting effective delivery and monitoring across various contracts.
- Overseeing staffing rotas and making appointments for young homeless people to see an advisor.
- Gathering data and preparing information for monitoring and reporting.
- Providing day to day oversight and administration of both a rental deposit scheme and a bursary fund.

You will be based in Bristol Youth MAPS and St George's House, both in central Bristol and your line manager will be our Bristol Youth MAPS Operations Manager.

What we are offering:

- Regular supervision and yearly Personal Development Reviews.
- Supportive team members and an opportunity through monthly Reflective Practice session to learn from our own and each other's experiences.
- 30 days annual leave and flexible working.
- The scope to develop in the role as opportunities arise.

Contract details:

- **Hours per week:** 37.5 FTE

- **Contract type:** Permanent
- **Pay:** £22,571 – £23,953 per annum
- **The location:** Bristol Youth MAPS, Nelson St, Bristol, with some time at St George's House, Hotwells.

Application information:

- To access the Job Pack for this role and submit an application, please visit the vacancy page on our website:
<https://1625independentpeople.peoplehr.net/Pages/JobBoard/Opening.aspx?v=1ea9c82c-f02f-49d9-882b-0e254afede55>
- Please refer to the Cover Letter guidance below to ensure your application can progress to the shortlisting stage.
- To have an informal chat about the role, please contact megan.lewis@1625.co.uk
- If you have any queries, please email jobs@1625ip.co.uk

Important dates:

- Application deadline closes: **23:59, Monday 18 July 2022.**
- If you have not heard from us by **17:00 Wednesday 20 July 2022** please assume that your application has been unsuccessful on this occasion.
- Interviews are on **Tuesday 26 July 2022.**

Covering Letter / Supporting Statement Guidance

Please note that the online application form cannot be saved until it is fully complete. We recommend that you prepare your Covering Letter before you start the online application.

Your Covering Letter is essentially your Supporting Statement and will form the most important basis on which your skills, experience and behavioural competencies will be tested against the job criteria. Without it, your application cannot progress to the shortlisting stage.

You should refer to the Person Specification document within the Job Pack and cover only the elements that are tested at this stage of the recruitment process. Elements that only have the word 'interview' next to them will be tested at the next stage of the process and do not need to be covered in your letter.

Please try to keep the word limit to 250 words per criterion.

ALTHOUGH THE APPLICATION FORM GIVES YOU THE OPTION TO UPLOAD A CV, PLEASE DO NOT SUBMIT A CV AS THIS IS NOT NECESSARY AND WILL NOT BE USED IN THIS PROCESS.

Equal opportunities for everyone:

We safeguard and promote the safety and welfare of children, young people and vulnerable adults. Any job offer will depend on a satisfactory DBS (Disclosure and Barring Service) Barred List Disclosure Check.

We believe those with a criminal record should have an equal chance to become employees or volunteers. We also pride ourselves on being an equal opportunities employer for everyone regardless of age, disability, gender identity, race, religion and beliefs, sex and sexual orientation.

Please see our Policies section on the website, for further information.