



Cwmpas believes our economy and society should work differently, putting people and planet first. We are a co-operative and a development agency, working for economic and social change. We are looking for people who share our vision and values to join our team. If you are interested, read on!

Administrator – Perthyn Project

Project summary:	Perthyn provides local early-stage support to our Welsh communities in the North and West who are interested in developing social enterprise ideas. The Perthyn Small Grant Scheme provides funding to set-up or support co-operatives, social enterprises and community-led housing projects.
Job summary:	To provide administrative support and assistance to the Perthyn Project Small Grant Scheme at an operational level.
Starting salary:	£29,149 per annum (£17,494 per annum pro-rata).
Contract:	This post is offered as a fixed term contract to 31 st March 2025.
Hours:	21 hours per week.
Location:	Home-based in Wales with occasional travel across Wales as required.
Closing Date:	22:00, Sunday 13 th October 2024

To apply, or to find out more about us, please visit cwmpas.coop/careers/



Administrator – Perthyn Project



About us

Cwmpas is a development agency working for positive change. We are a co-operative, and our focus is on building a fairer, greener economy and a more equal society, where people and planet come first.

We create a fairer and greener economy by growing the number and scale of social enterprises, co-operatives and employee-owned businesses. These social and democratic business models can address the challenges our communities face to decarbonise the local economy, create good quality jobs and reduce inequality.

We provide support to communities that are left behind to improve services and facilities in their local area. We help make society more equal by improving the skills of those that are excluded or at risk of being excluded.

We work alongside public, private and third sector organisations to help them make a positive difference for their customers and communities.

About our values and culture

Co-operative, supportive, fair, integrity, positive, inspirational. These are the values that guide how we do things.

We recognise our responsibility to reduce our environmental impact. We involve people in the work we do and recognise that we can only achieve our missions and goals by working with others. We apply the culture and technologies of the internet era to make us more resilient and responsive to the changing expectations, needs, and behaviours of the people we support. We learn from good practice around the world, influence public policy and the practices of others, and maintain the highest standards of governance and customer service ourselves.

As an employer we value diversity and take a zero-tolerance approach to discrimination. We will be an anti-racist workplace.

About the team

Established in 2022 and funded by Welsh Government, the Perthyn project provides local early-stage support to our Welsh communities in the North and West who are interested in developing social enterprise ideas. The Perthyn project wants to create a strong economic base for our Welsh communities by coming together to create and establish; new social and co-operative enterprises, community-led housing and community land trusts. We work with project partners and follow the aims of Cymraeg 2050 to ensure we see our language used every day in our communities.

About the role

Purpose	To provide administrative support and assistance to the Perthyn Project Manager at an operational level.
Location	Home-based with travel across Wales as required
Relationships	Reporting to the Perthyn Project Manager. Other key relationships internally include the Director of Inclusive Communities, Finance and Resource team, and staff across the business. External delivery partners, Welsh Government, community groups and members of the public.
Finance / Resources	All employees have individual responsibility to adhere to our financial processes to ensure good financial practices and financial stability and are responsible for the safekeeping of their own company resources such as computers and phones.

Responsibilities

1. To work with the Perthyn Project Manager to ensure a high-quality service is delivered to our communities.
 2. To assist community group members with enquiries verbally and electronically regarding the Small Grant Scheme.
 3. To assist with case study research by communicating with previous grant funding recipients.
 4. Administer all documentation and correspondence associated with the small grant scheme.
 5. Monitor and maintain the Small Grant Scheme data efficiently using MS office and SharePoint. (e.g. Recording, updating and maintaining application statuses and funding award information).
 6. Proactively develop promotional/marketing materials to raise awareness of the Small Grant Scheme/Perthyn project.
 7. Liaise with project partners, stakeholders and external organisations where required.
 8. Undertake any other duties which could be reasonably considered commensurate with the role, or necessary for the smooth running of the business.
 9. Work with internal finance colleagues to monitor and maintain accurate records of expenditure for each successful grant applicant in line with terms and conditions, for grant closure purposes and auditing.
 10. Attend stakeholder/partner/team/public (in person or virtual) meetings when necessary.
 11. To receive, record and file grant expenditure evidence for final evaluation.
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About you

Qualifications	You will have a good standard of general education.
Knowledge/ Experience	<ul style="list-style-type: none">• You will have demonstrable knowledge or experience of providing administrative support.• You will have demonstrable experience of accurate information entry into databases, systems, and spreadsheets.• You will have demonstrable experience of using a variety of software packages including Microsoft.• You will have basic financial awareness to monitoring income and expenditure and record financial information for audit purposes.
Skills	<ul style="list-style-type: none">• The ability to communicate fluently in Welsh is essential for this role.• You will have developed organisational skills to assist with supporting the project and grant scheme administration.• The ability to work calmly and efficiently under pressure.• Developed ability to identify opportunity for innovation and solve problems.• You will have developed interpersonal and relationship building skills and be passionate about providing excellent customer care.• You will have strong communication skills (verbally and written in both Welsh and English).• You will have excellent attention to detail.• You will demonstrate attention to detail in your work.• You will have a willingness to learn.• You will be innovative and creative in your approach to tasks.• The ability to create marketing and promotional materials. <p>All staff are expected to be able to work independently and as part of a team and organise work to meet deadlines by managing time efficiently, build effective relationships and use MS Office and online meeting tools.</p>
Behaviours	<p>You will be professional, approachable and committed to providing a high level of customer service. You will build strong, trust-based relationships across Cwmpas and externally.</p> <p>You will support our strategic objectives. You will work co-operatively with a focus on user centred services and digital technology, and you will be committed to inclusion, health and safety, quality, sustainability and professional development. Above all, you will share our values and demonstrate these in your work.</p>