

WE ARE HIRING PROGRAMME ADMINISTRATOR



Post Title: *Programme Administrator; You've Got This*

Salary: *£22,571 - £23,484*

Hours: *30 - 37 hours per week. Flexible working will be required (including evenings and weekends).*

Location: *South Tees (Middlesbrough and Redcar and Cleveland), based at Eston Leisure Centre*

Contract: *Fixed term until 31st March 2025*

Responsible To: *Programme Officers*

OUR OFFER

You've Got This (YGT) is an ambitious, ground-breaking programme to help the population of South Tees to be more active and lead healthier, happier lives. Funded by Sport England, YGT is one of twelve similar projects taking place across England.

Working with Middlesbrough Environment City, YGT has an exciting opportunity for a new team member with experience in administration and a passion for improving health and wellbeing within the South Tees. In line with our commitment to partnership, you will be employed by Middlesbrough Environment City and be part of their team. MEC works extensively with communities in and around the Tees Valley to support healthy lifestyles. Benefitting from the wide remit and extensive community knowledge base of MEC, you will spend much of your time working with the YGT Team at Eston Leisure Centre.

The YGT Team currently consists of four members, who are having a significant impact locally, using our resources and influence to bring about positive change. You will be working with an enthusiastic, values-driven group of people committed to tackling inequalities and improving the lives and well-being of the people in our communities. As well as a great place to work, we can offer you a competitive salary, training to build your role, and a diverse and stimulating work environment.

WHAT THE ROLE INVOLVES

As part of a small, dedicated team, you will play a key role in ensuring the continued success of YGT. You will be the main point of engagement with our wider partnership, The Exchange, as we collectively engage our communities in active lifestyles. This will involve working with a wide range of partners from the voluntary, community, public and private sectors. You will also provide administrative support for our core staff and management group.

WHO WE ARE LOOKING FOR

We are looking for a new team member with a real passion to make a difference in our place and support the team in creating a real value of physical activity locally. With a proven track record in administration, you will also have experience in supporting and influencing partner organisations and ideally organising events. Providing support to a small team in a fast moving environment, you will be well-organised, flexible, adaptable and able to take the initiative to ensure the programme runs effectively.

PROGRAMME ADMINISTRATOR

ROLE DUTIES AND RESPONSIBILITIES

1. Provide support and administration to the core team and management group to ensure effective co-ordination and delivery of the programme, including ensuring effective management systems are in place.
2. Provide support to the YGT wider partnership (we call this The Exchange), including taking a lead on planning the content of the Exchange meetings, agendas and collating feedback and managing the annual Pledge process.
3. Lead on the organisation of conferences and events.
4. Day to day administration of social media platforms, such as scheduling of posts and responding to social media queries (training will be provided).
5. Provide support around the financial monitoring of the programme.
6. Support programme monitoring, including producing reports on finance and activities.
7. Other duties in line with the overall level of the post as may, from time to time, be identified by the Programme Director/Officers.