



Ethnic Minorities
& Youth Support
Team Wales

Tîm Cymorth
Lleiafrifoedd Ethnig
& Ieuenctid Cymru



EYST Wales/BAME Mental Health Support

BME Invest Work Placement

Job Description

Job Title:	Project Admin Officer (Level 1) – Work Placement
Hours of Work:	Part-time 16 hours per week
Salary:	National Living Wage
Tenure:	Fixed term for 16 weeks
Responsible to:	Alfred Oyekoya

Aims of the Post

- To provide effective administrative support to BMHS staff and clients
- To market and promote the work of BMHS via leaflets and posters for the intended target groups

Principal Accountabilities and Main Duties

Specific

- To work under the guidance of BMHS staff to provide effective administrative support to the organisation
- To design and produce effective marketing flyers, posters and logos for diverse target audiences to promote and support the work of BMHS projects
- To answer calls, emails and respond to enquiries regarding the work of BMHS

General

- d) To ensure regular reporting and updates to partners as required.
- e) To ensure the collection, entry and return of information as required for monitoring and evaluation
- f) To take part in training courses, staff meetings and regular supervision
- g) To work within relevant health and safety legislation
- h) To ensure that the project promotes and reflects equality of opportunity at all levels
- i) To ensure that EYST Safeguarding and all other relevant policies are implemented
- j) To uphold the confidentiality of information of clients
- k) To work with the wider EYST team to set and maintain a culture of high professional standards and to deliver best value services
- l) To carry out any other duties that may from time to time be required

Person Specification

1. Aged **25+**, currently not in education, employment or training (must have been unemployed for at least 12 months)
2. Ability to speak English is essential
3. Good interpersonal and customer service skills
4. Knowledge of Safeguarding issues
5. Good communication skills and a professional manner
6. An understanding and commitment to equal opportunities
7. Ability to use social media including Facebook, Instagram and Twitter
8. Competence in IT, including Email, Word, Powerpoint and the Internet
9. Organised, focussed and self-motivated

Please Note

This work placement is organised by EYST Wales and hosted by BAME Mental Health Support. Currently this is a work from home position as BMHS is closed until further notice due to the threat of COVID-19 and all staff are working from home.

This Active Inclusion Vacancy is funded by ESF (European) funds managed by WCVA.