Job Title: Healthy Holidays Programme Administrator

Dates: Initially a fixed term until end of March 2023

Based at: Brian Jackson House, 2 New North Parade, Huddersfield, HD1 5JP

 (with the ability to work from home if required)

Salary: £20,092

Hours: 37 hours per week

Reporting to: Programme Manager

**1.0 Brief Description**

Kirklees Youth Alliance CIO is recruiting a **Programme Administrator** to assist with the delivery of the Healthy Holidays Programme contract that KYA has with Kirklees Council.

(The Healthy Holidays Programme’s customer-facing name is “School’s Out!”)

The Healthy Holidays Programme aims to address holiday hunger, inadequate physical exercise and lack of enrichment opportunities for children and young people who are eligible for free school meals (FSM).

KYA is a local charity that has co-ordinated the delivery of the Healthy Holidays Programme since Summer 2019. In 2021 we will be working more closely with the Council on a much larger programme due to funding from the Department for Education (DfE).

**2.0 Duties and Responsibilities**

2.1 School’s Out Registration

* Liaise with Kirklees schools and other Children and Young People professionals around the registration of FSM eligible children and young people.

2.2 Grants Distribution

* Record all funding applications on a spreadsheet.
* Organise dates and online meeting appointments for the applications’ panel meeting.
* Issue letters to all applicants outlining decision of panel
* Complete due diligence checks on all delivery partners and record for quality control and audit purposes
* Issue Partnership Agreements to successful delivery partners

2.3 Training

* Book training providers to deliver training workshops
* Book venues for training workshops or set up MS Teams or Zoom meetings
* Set up and manage workshop listings and bookings using Eventbrite.
* Promote training opportunities to delivery partners.

2.4 Publicity and Promotion

* Co-ordinate the completion of club programme templates with delivery partners and the promotional material with the graphic designer.
* Arrange hard copies of flyers and posters, as directed, with KC Document Solutions.

2.5 School’s Out app and Social Media

* Depending on the process agreed by the Steering Group, assist with the registration of FSM eligible children and young people on the School’s Out app.
* Input individual sessions being offered by each delivery partner onto the Schools Out! app.
* Promote clubs, as directed, on social media (Instagram, Facebook and Twitter)
* Monitor School’s Out! social media.
* Answer support desk queries for the Schools Out! app.

2.6 Financial Monitoring

* Set up financial transactions on QuickBooks and the KYA bank account.
* Answer queries relating to the payment of invoices.

2.7 Monitoring and Evaluation of Clubs

* Organise visits schedule for face-to-face holiday clubs.
* Undertake quality assurance visits, as directed, to summer clubs.
* Request and record monitoring returns from delivery partners
* Request and record final evaluation reports from delivery partners.
* Produce graphical summary analysis, as directed, outlining the monitoring information.

2.8 Miscellaneous

* Complete other tasks, of a similar level, as directed by the Programme Manager.

**3.0 PERSON SPECIFICATION**

**3.1 General**

1. **GOOD COMMUNICATION SKILLS, ESPECIALLY ON THE TELEPHONE AND BY EMAIL**
2. **AWARENESS OF AND COMMITMENT TO GOOD CUSTOMER CARE**
3. **AWARENESS OF AND COMMITMENT TO EQUALITY AND DIVERSITY ISSUES**
4. **ABILITY TO FOLLOW INSTRUCTIONS AND PRIORITISE A WORKLOAD**
5. **GOOD ORGANISATIONAL SKILLS**
6. **WILLINGNESS TO TRAVEL TO COMMUNITY VENUES ACROSS KIRKLEES TO UNDERTAKE VISITS TO SUMMER CLUBS (TRAVEL EXPENSES PROVIDED)**

**3.2 Specialist**

1. **KNOWLEDGE OF USING MS OUTLOOK EMAIL AND CALENDAR**
2. **KNOWLEDGE AND EXPERIENCE OF CREATING AND MAINTAINING SIMPLE SPREADSHEETS ON MS EXCEL**
3. **KNOWLEDGE AND EXPERIENCE OF MS WORD FOR LETTER WRITING**
4. **KNOWLEDGE AND EXPERIENCE OF USING TWITTER, FACEBOOK, INSTAGRAM AND WHATSAPP**