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| Compliance & Admin Assistant **Job Description and Personal Specification** | |
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| **Job title:** | Compliance & Admin Assistant |
| **Place of work:** | London/Liverpool/Manchester/Norfolk (with flexible working options available) |
| **Hours of work:** | 37 hours per week |
| **Salary/Grade:** | £24,000 |
| **Reports to:** | Operations Manager |
| **Level of screening:** | Application, Interview, References, Enhanced DBS |
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| Who we are | |

Catch22 exists to help build a society where everyone has a good place to live, good people around them, and a fulfilling purpose. [We call these our '3Ps'.](https://www.catch-22.org.uk/about/our-vision/)

We achieve this in two ways. First, we improve lives on the frontline through delivery of public services. Secondly, we use our knowledge to change 'the system', to fix the complex web that can trap and disempower those it was set up to help. With the heart of a charity and the mindset of a business, we are uniquely placed to deliver on this challenging agenda.

The Catch22 Employability division provides skills and employability provision on a range of programmes, both public and corporate funded. We pride ourselves on supporting the most disadvantaged in society to improve their prospects resulting in improved social mobility and sustainable positive change.

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An 18-month green skills and employability pilot, launching in Spring 2023 (3 months mobilisation, 15 months delivery):

**Net Zero Opportunities for All: connecting people aged 18+ with barriers to work on their journey into Net Zero careers.**

For participants this would be:

**A four-week pre-employability and introduction to green skills programme, which includes:**

**1:1 support from a dedicated Career Coach**

**Access to a Green Skills training fund**

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| Where you fit in |
| The Compliance & Admin Assistant will support the Operations Manager and staff to ensure quality and compliance of contractual paperwork and digital records across this new national programme.  We seek a diverse workforce and therefore are open to a range of backgrounds and experience however seek an individual who is proactive, organised and resilient to deal with the varying demands of the role. |
| Main Duties & Accountabilities |

* Supporting the Operations manager & Compliance Manager to ensure compliance and auditing of staff by completing monthly Dip Tests
* Assisting with preparing files and documents for internal and external audits.
* Assisting with audit corrections and actions set out by the compliance offer and operations manager
* To ensure office is compliant and data security is adhered to, check office floor, rooms and printers are clear information relating to clients and shredded
* Inputting and updating client data and performance. Producing reports when required (for all contracts in employability)
* Following processes to ensure all paperwork and performance is tracked and submitted efficiently and accurately. Supporting staff with loading all contractual paperwork onto in house data system when necessary.
* Responsible for compliance running DIP tests across contracts to check compliance standards
* Co-ordinating the purchase of goods and supplies, ensuring that the Directorate obtains best possible value for money from suppliers and contractors
* Add all invoices onto in-house purchase order system within a timely manner and ensure this is escalated to appropriate person.
* Responsible to the completion of employability credit card returns.
* Seek to improve his/her own performance, contribution, knowledge and skills.
* Participate in training and developmental activities as required.
* Ensure the implementation of Catch22’s Diversity & Equality policy statement.
* Comply with Health and Safety policies and procedures.
* Ensure the implementation of Catch22’s policies and procedures.
* Carry out other such other relevant duties, as required.
* Minute Taking

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| What does good look like for this role? |

You will be working on a national project and working collaboratively across multiple stakeholders to ensure the project successfully engages service users with multiple and complex barriers to engagement.

**To succeed in this role, you will:**

* Be highly organised with the ability to multitask
* Have strong interpersonal skills, be approachable, adaptable and supportive to the range of stakeholders involved in this programme
* Have strong knowledge of using Microsoft software particularly Word, Excel at an intermediate level
* Have the ability to develop strong rapport

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| Organisational Relationships |
| * Reports to Operations Managers * Work as a member of the wider Operational team, Employability team (Operations Managers, Service Managers, Central services) | |

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| Compliance and Data Manager: Person Specification | | | |
| **COMPETENCY** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT** |
| **QUALIFICATIONS** | Minimum Level 2 in English and Maths |  | Application Form, Interview/Selection Process |
| **KNOWLEDGE** | A sound knowledge of using Microsoft software, particularly Word, Excel at a basic to intermediate level.  Knowledge of financial systems and procedures.  Knowledge and understanding of compliance and data security processes on ESF/DWP employability contracts | Experience in a quality and compliance role within welfare to work. | Application Form, Interview/Selection Process  Essential |
| **EXPERIENCE** | Experience of working in a team, coordinating and implementing plans.  Experience of petty cash reconciliation.  Experience of working in the employability/welfare to work sector.  Experience in quality and compliance processes/procedures to see an impact in performance measures. | Experience of working with both internal and sub-contracted employability delivery  Experience of undertaking formal compliance audits | Application Form, Interview/Selection Process |
| **SKILLS & ABILITIES** | Ability to set and work to agreed targets and work schedules.  Good verbal and written communication skills.  Cash handling and basic arithmetic skills.  Ability to organise one’s own tasks with minimum supervision.  Ability to type quickly and accurately.  Ability to input information quickly and accurately.  Good attention to detail. |  | Application Form, Interview/Selection Process  Essential |
| **OTHER** | Share Catch22 values  Awareness of and commitment to Equality & Diversity  Willing to travel and work flexibly  Desire to develop and undertake training as required  Passionate about supporting service users into sustainable progression opportunities. |  |  |