



National Day Nurseries Association

***Brighter thinking
for early years**

Job Description Project Administrator

Responsible to: Project Manager
Location: Bradley, Huddersfield Hybrid (2 days per week office)
Salary: Salary Band B
Hours: 37 hours per week

National Day Nurseries Association (NDNA) is the national charity and membership association representing children's day nurseries across the UK, giving them information, training and support, so they can provide the best possible care to young children. NDNA is the voice of the day nursery sector, an integral part of the lives of nearly one million children and their families. NDNA works with local and national government to develop an environment in which quality early year's education and care can flourish.

Main purpose of the job

This post organises the logistics and administration of delivering projects and contracts within the project delivery team. This includes supporting customers on their journey through the Champions programmes, progress logging, financial administration and post-delivery evaluations.

Main duties

- Collate, update and maintain data and records on systems accurately and in a timely manner (e.g electronic data systems/spreadsheets and hard copy filing systems as appropriate).
- Provide administrative support for the monitoring of organisational and contractual targets.
- Maintain and manage emails and outlook calendar daily to effectively deliver NDNA services.
- Support the wider team with the co-ordination of the project including booking webinar sessions and meetings, sending email invites, keeping attendance records.
- Where required, maintain the administration systems and financial records.
- Handle and answer incoming calls and emails about projects and contracts. Support with wider telephone helpline cover.
- Support the team to review and update all working processes and procedures for continual improvement.
- Maintaining regular contact with programme settings to ensure ongoing support and progression.
- Process invoices and purchase orders accurately, timely and within budget constraints, adhering to NDNA's finance procedures.



National Day Nurseries Association

★Brighter thinking
for early years

- Support the department in conducting post-delivery evaluations and assessing impact of delivery, reporting feedback to line manager.
- Work with Programme Early Years Advisors to update contact logs and records.
- Carry out such other duties as are required and are commensurate with the grade of the post.

In carrying out the duties and responsibilities set out within the job description and in the context of developing working relationships with others, the post holder will be expected to demonstrate commitment to and comply with the specific requirements and the spirit of NDNA's Equality, Diversity and Inclusion Policy. The principle applies equally to all aspects of the role including any responsibilities relating to the provision and development of services

**Personnel Specification
Project Administrator**

CRITERIA	IDENTIFIED BY
QUALIFICATIONS & TRAINING Essential <ul style="list-style-type: none"> GCSE English and Maths pass (or equivalent) Previous experience of general administration Desirable <ul style="list-style-type: none"> BTEC in Business Administration or equivalent. 	CV
SKILLS/ABILITIES Essential <ul style="list-style-type: none"> Well organised and able to effectively prioritise and handle multiple tasks Excellent keyboard skills with working knowledge of MS Office packages Strong communication skills, face to face, over the phone and in writing Competent in the correct use of grammar and spelling Accurate at data input Ability to build relationships internally and externally Able to interact and contribute at team meetings and on calls Desirable <ul style="list-style-type: none"> Familiarity with web based applications and computerised records systems. Experience of dealing with external consultants Ability to spot improvement opportunities to working practices 	CV/Interview / References
KNOWLEDGE Essential <ul style="list-style-type: none"> Comfortable using video conferencing technology Administrative functions and systems for processing payments An understanding of customer care Desirable <ul style="list-style-type: none"> Good geographical knowledge of the UK 	CV/Interview / References
EXPERIENCE Essential <ul style="list-style-type: none"> Experience of administrative work in a service / customer focussed environment Experience of working as part of a team Data collation, input, recording and processing Desirable <ul style="list-style-type: none"> Experience of working with financial procedures 	CV/ Task / Interview



National Day Nurseries Association

***Brighter thinking
for early years**

OTHER REQUIREMENTS Essential <ul style="list-style-type: none">• Commitment to development of self and willingness to learn about the sector and new technology	Interview
--	-----------

