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**Job Title:** Maindee District Centre Project Administrator

**Responsible to:** Maindee Unlimited District Centre Project and Placemaking Manager

**Location:** Home based/Maindee (hybrid)

**Salary:** Freelance contract £20 phr (estimated 3-5 hrs a week)

**Term:** 10 month contract /43 weeks

**Application Process:**

Please send your CV and covering letter to admin@maindee.org by **5pm on Monday 3rd June 2024.** Selection will be based on CV and covering letter and we will notify applicants on the outcome of their submission by **Friday 7th June 2024.**

To arrange an informal visit or request more information please email: admin@maindee.org

**Overview**

**About Us/the project:**

Maindee Unlimited is a local incorporated charity and was formed in 2015. It is governed by a board of local Trustees. The aim of the charity is “to transform Maindee into a sustainable community with a strong local identity and strong local economy, with a reputation as an attractive, safe, culturally vibrant and cohesive place to live, relax in and work.”

Maindee Unlimited launched the “Maindee District Centre Renewal Project” in 2023 to increase social, economic, and environmental benefits for businesses and their customers in the District Centre on Chepstow Road, ultimately through a complete reworking of the highway and public realm. We have received funding from the Shared Prosperity Fund to test and develop creative projects, visual improvements, public art, greening and trader support to build momentum towards our vision for the district centre and activate and support a more vibrant neighbourhood centre.

**Role summary**

The Project Administrator will work as part of the project team, providing support to the Project Manager. To provide a comprehensive administration service to the Project providing administrative and book-keeping services. To: be responsible for ensuring that all records associated with the project are accurately maintained and administered.

Ensure that the project budgets and cash flow forecast are maintained and up to date. To ensure that all payments and claims are actioned in a timely manner and in accordance with the funding arrangements.

Maindee Unlimited recognises the positive value of diversity, promote equality and challenge discrimination. We welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from disabled and Black, Asian and Minority Ethnic (BAME) candidates. We have also made a positive commitment to employing disabled people and guarantee to interview all disabled candidates who meet the criteria set out in the person specification.

**Main duties and responsibilities:**

Reporting to the MDCR Project Manager, your key responsibilities include:

**Project Administration:**

* General administrative support to project and team
* Maintaining the project library and documentation records
* Supporting project members in the preparation and implementation of the project
* Support effective communication mechanisms between the project teams.
* Organising meetings and producing agendas and minutes, alongside the Project Chair
* Liaison with the grant funders.

**Project Financial Management:**

* Developing and maintaining spreadsheets and reports for tracking expenditure

  and reporting to the project board.

* Ensuring that project expenditures are adequately tracked according to the agreed project budgets.
* Preparing and monitoring requests for payments to the charities finance officer, for the payments of funds to contractors/suppliers/other project for payments to be made.
* Provide timely reporting to the grant funders.