

ROLE PROFILE

ROLE TITLE	Thriving Communities Coordinator
DEPARTMENT	Thriving Communities
DIRECTORATE	Customer Experience
RESPONSIBLE TO	Placemaking and Partnership Manager
RESPONSIBLE FOR	N/A

ROLE PURPOSE

To provide an effective administration service to support the Thriving Communities team.
To support the effective delivery of our commissioned projects and programmes.

ACCOUNTABILITIES / RESPONSIBILITIES

Responsible for all administration, relating to our project and programmes including:

- Support effective governance and compliance of projects across the Thriving Communities team
- To support the effective delivery of our commissioned projects and programmes, including our awards programmes, including liaison with customers, internal colleagues, and external partners.
- Provide operational support within all areas of the Thriving Communities Team
- Liaison with third party suppliers e.g. when planning for events and activities and stock management of our promotional items.
- Supporting our quarterly monitoring processes including sending out claims, collating returns and supporting with databases.
- Supporting the team with financial procedures including invoice processing and payments to partners.
- Providing effective diary support to the Thriving Communities Management Team, managing bookings, and coordinating and administrating meetings.
- Support the continual review and improvement of our systems and processes.
- Assisting at events where appropriate, e.g. annual roadshows, internal Thriving Communities promotional events, customer engagement events

KNOWLEDGE/SKILLS/EXPERIENCE/PHYSICAL REQUIREMENTS

Essential	<ul style="list-style-type: none"> • Proficient level of numeracy and literacy • IT skills including use of Microsoft Word, Excel and PowerPoint. • Demonstrable communication skills including experience of dealing directly with customers and stakeholders. • Experience of data entry, management and maintenance of databases. • Experience of office administration including diary management • Experience of supporting project management processes. • Ability to create new systems and processes • Ability to travel to support meetings
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Orbit is an Equal Opportunities Employer and all staff are required to read and adhere to Group and local policies and procedures relating to Equality and Diversity

Orbit requires all employees to read and adhere to Health and Safety policies and procedures

Orbit requires all employees to read and adhere to all Orbit policies and procedures and Standing Orders.

Signed by Employee		Date	
Signed by Manager		Date	