



ENABLE Scotland Job Description

Title:	ESF Administrator
Salary Scale:	£16,000 - £18,000
Location:	Fife office, Kirkcaldy – however regular trips to head office will be required
Terms and Conditions:	Standard ENABLE Scotland's conditions. 35 hours per week, 20 days' annual leave plus public holidays. Flexibility of hours will be necessary. Overtime is not normally paid; however, time off in lieu is arranged. Contributory pension plan.
Funding:	This post is funded by European Social Fund

Your Job

This post is responsible for the day to day monitoring, recording and reporting of European Social Fund programmes in accordance with ENABLE Scotland's obligations.

They will liaise closely with local projects and ENABLE Scotland's finance department to set up and maintain recording and administration systems. This may include, but is not limited to, training of staff on evidence requirements, collating evidence of income and expenditure for claims, completing ESF claims, gathering evidence of outcomes and achievements and staff time spent on the programme.

The ESF Co-ordinator will provide a comprehensive monthly report for the project lead and will feedback to staff and managers regularly. They will liaise with Skills Development Scotland, SCVO and other partner organisations to ensure that the programme is implemented as agreed and is operated efficiently.

Tasks and Responsibilities of Your Job

1. To support the maintenance of suitable systems for the efficient operation of the European Social Fund programme.
2. To liaise with the Administrators, Business Managers, Marketing, Legal, Human Resources and the Accounts departments as required.
3. To work with ENABLE Works managers to liaise with external agencies as required
4. To ensure that the organisation's policies are disseminated, implemented and operationally effective within the European Social Fund project.
5. To gain a sound knowledge of funding, and the financial claims of the European Social Fund programme.
6. To compile evidence for the accurate completion of European Social Fund claims and ensure this evidence is safely stored for the required period.
7. To compile reports and financial information in line with the requirements of the project lead
8. To put into practice ENABLE Scotland's health and safety and equal opportunities policies and to maintain the values and aims of ENABLE Scotland at all times.
9. To undertake further duties in relation to the European Social Fund programme as required.
10. To undertake any other duties consistent with the development of the post or the organisation and as required by the Head of Employability.



Essential skills and experience

- Experience of co-ordinating European Social Funded programmes. (A,I)
- Excellent written and oral communication skills including report writing skills (A,I)
- Excellent organisation and time management skills (A,I)
- Ability to work to deadlines (A,I)
- Ability to train and support colleagues to comply with operational protocol (A,I)
- Financial management skills (A,I)
- Knowledge of European Social Funded programmes including funding mechanisms and claims processes (A,I)
- Experience of basic administration processes including relevant IT packages (A,I)
- Professional presentation and personality (I)
- Self-management skills and the ability to meet administrative duties effectively (A)
- Experience of meeting/exceeding demanding compliance requirements (A,I)

Desirable skills and experience

- An understanding of the barriers faced by people who have learning disabilities (A)
- Experience of working in a performance-focussed team (A,I)
- Experience of improving things through innovation (A, I)

(A – Assessed at application stage; I – Assessed at interview stage)

Please address all skills/experience marked as assessed at application stage on your application.