

Project Administrator



Location: Remote, some travel is required to and from Cornwall and / or Plymouth Office

We are looking to recruit an experienced Project Administrator to undertake key responsibility for dealing with Project leads and referrals, directly responding to potential participants and partner organisations.

Hours: 16 hours per week

Salary: £23,174 per annum (pro rata)

Fixed term: to 31st March 2025 (employment may be extended subject to contract extension)

This post is funded by the UKSPF until 31st March 2025.

Would you like to join a team that is passionate about helping people to realise their ambitions and achieve their goals?

At CSW we value our team and encourage them to develop their skills and enjoy work knowing that they are making a real and positive contribution to society.

We offer a great package that includes:

- 25 days annual leave plus bank holidays
- 3 additional company 'thanks holidays' (normally around Christmas time)
- A paid day of Birthday leave
- Healthcare scheme
- Generous employer contribution pension scheme
- Cycle to work scheme
- 1 paid charity/community volunteering day

We are seeking enthusiastic team members who want to deliver high quality services to young people.

Specific focus of this administrative role is ensuring that timely responses are provided to "hot leads" of Young People who have registered an interest in engagement with Youth Engagement Project which is currently running in Cornwall. The successful candidate will be required to have regular communication with agencies who provide the project with potential referrals, the potential Young People participants and Project Delivery Partners.

In addition, this role will cover the assignment of referrals to project delivery partners as well as the administration of all activities linked to Young People actively engaged and undertaking activity within the project.

Vacancy reference: 2038

Closing date: 5pm Tuesday 16th July

Interview date: w/c 22nd July

We reserve the right to withdraw the application prior to closing date if quota of application reached.

Through its work CSW Group actively safeguard and promote the welfare of young people and vulnerable adults and all employees and volunteers and others working on behalf of the company are required to share this commitment. Successful individuals will be required to undergo full vetting checks including an enhanced disclosure by the Disclosure and Barring Service.

We are an equal opportunities employer and positively encourage applications from suitably qualified candidates regardless of gender, race, age, disability, sexual orientation, religion or belief.

www.cswgroup.co.uk