

# Bangladesh Youth League (BYL) / Centre for Youth and Community Development (CYCD)

## JOB DESCRIPTION

**JOB TITLE:** Project Administrator

**RESPONSIBLE TO:** Project Co-ordinator – *Ami Sylheti Bangali Project*

### **PURPOSE OF POST:**

To provide administrative, clerical, and logistical support to ensure the smooth delivery of the *Ami Sylheti Bangali Project*, maintaining accurate records, assisting with financial processes, and supporting staff, volunteers, and participants.

**Hours per week:** 15 hours per week

**Salary:** £9,712 - £10,003

**Annual Leave:** 12 days per year plus public holidays (pro rata)

**Length of Contract:** 24 months

A Disclosure & Barring Service (DBS) check is required for this post.

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### **Principal Responsibilities**

1. Provide administrative and clerical support to the Project Co-ordinator and wider project team to ensure smooth running of the *Ami Sylheti Bangali Project*.
2. Manage project correspondence, including responding to emails, phone calls, and general enquiries from participants, partners, and the public.
3. Maintain accurate and up-to-date project records, databases, and filing systems (digital and paper-based), ensuring data protection and confidentiality compliance.
4. Support financial administration, including processing invoices, purchase orders, petty cash claims, and maintaining expenditure logs in line with BYL financial procedures.
5. Assist in the preparation of reports, meeting papers, presentations, and publicity materials for internal and external audiences.
6. Provide logistical support for meetings, workshops, training sessions, and events — including booking venues, catering, equipment, and participant travel.
7. Record attendance registers, collate monitoring information, and support data collection for evaluation and funder reporting.
8. Support the recruitment, induction, and communication of volunteers and participants, maintaining contact lists and ensuring regular updates are shared.
9. Assist in promoting project activities through newsletters, social media, and community networks under the direction of the Project Co-ordinator.
10. Ensure that all activities are carried out in accordance with Bangladesh Youth League's Policies and Procedures, including Health & Safety, Safeguarding, and Equality, Diversity & Inclusion.

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## **Person Specification**

### **Education & Qualifications**

- GCSEs A–C in English and Maths (or equivalent).
- Business Administration qualification or relevant experience desirable.

### **Skills & Experience**

- Experience in an administrative or project support role, preferably in the voluntary/community sector.
- Strong organisational and time management skills, with ability to prioritise workload effectively.
- Experience of maintaining accurate records, preparing reports, and supporting financial processes.
- Excellent written and verbal communication skills.
- Competent IT skills, including MS Office (Word, Excel, Outlook) and database management.
- Experience of supporting meetings and events.
- Understanding of confidentiality, data protection, and safeguarding principles.
- Awareness of and commitment to equality, diversity, and inclusion.

### **Other Attributes**

- Reliable, flexible, and able to work as part of a team.
- Strong attention to detail.
- Positive attitude and a commitment to community values.
- Ability to work to deadlines and under pressure.

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The post holder will promote fair and equal treatment of project participants, employees, volunteers, and members of the public throughout the course of performing all duties contained within this job description.

Because of the nature of the work, a DBS check is required. Applicants must disclose any convictions, bind-overs, or cautions. The post is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendments) Order 1986. Failure to disclose relevant information may result in dismissal or disciplinary action.