



Learning • Innovation • Management • Excellence

SUPPORTING A PROFESSIONAL  
RESPONSE TO SEXUAL VIOLENCE

## JOB DETAILS

Job Title: <b>Programmes Administrator</b>	Salary/Grade: <b>£24,000 pro rata</b>
Organisation: <b>LimeCulture CIC</b>	Location: <b>Cambridgeshire area</b>
Base: <b>Mainly home based</b>	Hours: <b>15 hours per week</b>
Report to: <b>Programme Delivery Manager</b>	Closing Date for applications: <b>Friday 22 June 2018</b>
Shortlisting Sift: <b>During W/C 25 June 2018</b>	Interview Date: <b>During W/C 2 July 2018</b>

## SUMMARY OF ROLE

The Programmes Administrator will oversee the efficient administration of the Programmes portfolio delivered by LimeCulture CIC and support the administration of the LimeCulture Programme team, including:

- Assisting with the marketing and communication of all programmes/events in conjunction with the Programme Delivery Manager and Project Managers
- Managing bookings for all events and consultancy initiatives
- Securing dates with venues across the country for events and consultancy initiatives
- Ensuring all contracts are agreed and signed by Chief Executive
- Sourcing suppliers and materials as needed – including details, cost

**LimeCulture Community Interest Company (CIC)**  
The Coach House | 2a Carr Road | Hale | Cheshire | WA15 8DX  
0203 633 0018 | [info@limeculture.co.uk](mailto:info@limeculture.co.uk) | [www.limeculture.co.uk](http://www.limeculture.co.uk)



Learning • Innovation • Management • Excellence

SUPPORTING A PROFESSIONAL  
RESPONSE TO SEXUAL VIOLENCE

comparison, and timelines

- Ordering supplies for the Programmes Team as needed
- Booking and managing travel and accommodation where applicable
- Answering queries or referring them to other members of the LimeCulture Team where appropriate
- Performing other related ad hoc duties as assigned
- Liaising with venues and caterers to ensure workshops and consultancy events runs smoothly
- Collating and maintaining information about delegates attending workshops and consultancy events
- Updating and distributing materials to stakeholders within agreed timescales
- Coordinating the LimeCulture telephone line, responding to all telephone calls/messages in a timely manner and arranging transfer of the line when necessary
- Coordinating incoming email traffic, including communication with appropriate LimeCulture personnel.
- Carrying out additional administration duties at the request of other members of the LimeCulture Team as and when required
- Liaising with Finance Director regarding invoicing and payments for training and events
- Supporting and assisting the Training and Development Administrator where required



Learning • Innovation • Management • Excellence

SUPPORTING A PROFESSIONAL  
RESPONSE TO SEXUAL VIOLENCE

### Programmes Administrator Person Specification

	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
<b>Qualifications</b>	Good general education		CV
<b>Experience</b>	Experience of administrative work in a busy, diverse working environment	Experience of working in the sexual violence sector	CV
<b>Knowledge and Skills</b>	Communicating effectively whilst delivering on a number of competing priorities	Knowledge and understanding of the sexual violence sector and national policy	CV/ Interview
	Excellent Planning and organisational skills		CV/Interview
	Excellent communication (verbal and non verbal) skills in engaging delegates, organisations and LimeCulture staff		CV/Interview
	Ability to manage time effectively		CV/Interview
	Excellent IT skills and knowledge of software programmes (eg Excel, DropBox, Windows, PowerPoint ect)		CV/Interview



Learning • Innovation • Management • Excellence

SUPPORTING A PROFESSIONAL  
RESPONSE TO SEXUAL VIOLENCE

	Ability to work flexibly with changing working hours		CV/Interview
	Ability to perform under pressure		CV/Interview
	Ability to work independently with limited direction or supervision		CV/Interview
	Display energy and drive and an entrepreneurial attitude to work		CV/Interview