



Project Support Officer - Job Description

Job Title: Northern Roots - Project Support Officer

Salary: £22,000 pro rata

Contract: Fixed term 12-month contract. 15 hours/week. **Over 3 days (i.e.5 hours p/d)**

Organisation: The employing organisation is Northern Roots (Oldham) Ltd, company no 11258080

Based at: On site at Northern Roots.

Job purpose

Northern Roots is transforming 160 acres of urban greenspace in the heart of Oldham into a destination for learning, leisure and growing. The charity aims to benefit the environment, and to improve the health, wellbeing and livelihoods of local communities.

This role provides an excellent opportunity for an enthusiastic, dynamic individual to provide financial, administrative and project support to an exciting new project designed to empower local residents and the young people of Oldham to shape the development of the Northern Roots charity and, thereby, contribute to the conservation, restoration and enhancement of this urban green corridor.

The successful candidate will join a small, friendly and growing team, working to the Finance and Operations Manager to support day to day operations at Northern Roots. They will also work closely with the Heritage Engagement Manager to manage the finance and administration of our new National Lottery Heritage Fund grant. Experience of delivering National Lottery Heritage Fund projects would be an advantage.

Key tasks:

- 1. Responsibility for the financial management and reporting of our new National Lottery Heritage Fund project. This will include but is not limited to:**

- Supporting colleagues with procurement of goods and services required for the delivery of the project, in line with the funder's regulations.
- Processing financial information and arranging payments.
- Processing all financial information through Xero Accounts.
- Communicating with new and existing team members regarding processes required for financial compliance.
- Supporting staff to meet their project budgets/timeline.
- Recording and reporting expenditure incurred against the NLHF grant.
- Recruitment support.
- Project support for delivering Northern Roots engagement, activities and events.

2. Supporting the Heritage Engagement Manager with staff and consultant recruitment, contracts, leave records, payments and payroll.

- Support the Heritage Engagement Manager to organise the recruitment of paid Community Champions and other roles that will be available throughout the National Lottery Heritage Fund project; manage contracts and other HR tasks.
- Accurate and timely processing of the monthly project payroll including updating employee data and monthly payment records.
- Check and process monthly expense claims from staff and Community Champions for accuracy and compliance with the charity and funder procedures and policies.
- Check sickness, maternity, paternity, adoption, and shared parental leave and pay entitlement, in accordance with Charity terms and conditions, procedures and statutory legislation.
- Maintain strict confidentiality in respect of employees' personal data in accordance with the Data Protection Act and the trust policy.
- Support the Chief Exec/other to put contracts in place with suppliers or consultants.
- Arrange timely payment of consultants' invoices following successful completion of project milestones.

3. To provide project support to ensure the smooth running of both the National Lottery Heritage Fund project and wider project needs. This includes but is not limited to:

- Arranging venues for events/activities held in neighbouring communities.
- Arranging meetings and venues for staff, board and consultant meetings.
- Carrying out H&S and other required checks.
- Supporting with the organisation of events on site and in neighbouring communities.
- Overseeing insurance cover as needed for the project.
- Other tasks required for the smooth delivery of the project.

Holiday Entitlement: 25 days holiday a year (excluding public holidays) pro rata.

Employer Pension Contribution: 3%

Reporting to: Heritage Engagement Manager