



**commonweal
housing**

Housing Solutions to Social Injustice

Project Team Admin Officer

March 2022



Commonweal Housing
Unit 306, The Blackfriars Foundry
156 Blackfriars Road
London, SE1 8EN

JOB DESCRIPTION

JOB TITLE: Project Team Administration Officer

REPORTS TO: Deputy CEO

Version Dated: January 2022

About us

Commonweal Housing is a registered charity which creates housing projects that incorporate bespoke services for occupiers enduring social injustice to demonstrate how these social injustices can be compassionately resolved. We provide the housing for such projects, usually from existing housing stock. Since 2007 we have allocated around £7million for such projects.

We work with specialist partners to define, provide and evaluate the bespoke services. When the methodologies have been proven, we encourage others to replicate the projects throughout the UK as well as lobbying to change public policy to eradicate injustices.

JOB CONTEXT:

This post provides essential administration support for the project team, currently the Deputy CEO (DCEO) and Research & Evaluation Coordinator (REC) to ensure project success and development.

Main Duties and Responsibilities

- Provide high quality administrative support to the Project Team
- Arrange, service and attend (including taking and producing minutes and venue/online arrangements) of all core meetings for the Project Team – including project operations, strategic and review meetings.
- Liaising with external project partners keeping appropriate records and files.
- Create and maintain crucial project documents to track project progress whilst monitoring deadlines, reporting any delays to the project development team.
- Liaising with our internal Comms team to work on project and research promotion and dissemination
- On occasion lead the project operations meetings, keeping and producing accurate records and feeding back to the Project Team
- Assist the Project Team in timely collation of any relevant data, monitoring or other returns required from partners and ensuring GDPR compliance
- Develop and maintain networks and key contacts externally
- Research background materials and information relevant to current and potential projects; prepare documents, reports and publications as directed by the DCEO and REC.
- Arrange and attend other meetings as directed by the DCEO, prepare agendas and take minutes.
- Promote Equal Opportunities, particularly about service delivery, decision making processes and working practices.

- 📞 0207 199 8390
- ✉ info@commonweal.org.uk
- 🐦 @CommonwealTweet
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- Carry out any other appropriate duties as directed by the DCEO.

Hours

This will be a part time position, of 28 hours per week (0.8 FTE) The hours are flexible but to be agreed prior to you taking up the post, with extended hour as directed by the DCEO and only with advance notice.

Salary

The full-time equivalent permanent salary level for this post will be £26000 – £27,000 depending on skills and experience, per annum, subject to annual review. The position will be based initially in Waterloo, London SE1 with some flexibility of home working to be agreed separately.

Benefits

We offer a 10% employer contribution pension and we have a range of enhanced employee benefits including enhanced maternity and paternity pay, 33 days (pro rata) annual leave days inc bank holidays and an additional 3 days leave over Christmas.

No job description can cover every issue which may arise within the post at various times and the post-holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.