



Job Description

Job Title	LDVS Project Support Officer
Salary	£21,166 pro rata (actual salary £12,095 pa)
Responsible to	Senior Monitoring Officer
Hours	20 Hours per week (over 5 days)

Purpose of Job

To provide high quality administrative and monitoring support to LDVS.

Responsibilities:

- Ensure all systems are updated MARAC and Clare's Law information, working closely with relevant teams within LDVS
- Process referrals on behalf of the IDVA team
- Ensure correspondence relating to LDVS cases is dealt with appropriately and promptly
- Become an 'expert' on the case management system and provide training and support to other staff as required
- Prepare monthly/quarterly reports and complete quarterly monitoring workbooks and spreadsheets
- Provide general administrative support to LDVS
- Take, type and distribute meeting minutes
- Deal with incoming/outgoing post
- To liaise with LDVS partners and other agencies as appropriate
- Undertake any other duties as may be deemed consistent with the requirements of the post
- Assist staff with IT issues
- Attend staff meetings and other training events as required
- To uphold LDVS policies, with particular reference to confidentiality, health and safety and equal opportunities

Relationships

The Project Support Officer will be directly supervised by the Senior Monitoring Officer but they will be expected to liaise with other members of the Team.

All paid members of staff are accountable to the Chief Executive, and ultimately the Trustees, and this post holder will work according to policies and procedures agreed by them.

The Post holder will also be required to work with a broad range of statutory and voluntary agencies, along with LDVS staff and volunteers and businesses and individuals in Leeds.

Physical Conditions

The post will be based in whatever offices LDVS works in now and in the future.

Economic Conditions

The post has a salary of £21,166 pro rata per annum (actual £12,095).