

Administrator: Incredible Edible Consultancy Position

1. Consultancy terms

Consultancy period: Temporary contract for 600 hours between February to June 2018.

Fee: £6,000 (£10 per hour). Invoicing schedule to be agreed.

Location: Home-based

Scope:

Incredible Edible have been awarded a grant from the European Social Fund by Oxford City Council to deliver a programme of horticultural, sustainable building and agroecology courses with young people at risk of becoming NEET (not in education or unemployment) and people who have been long-term unemployed. We are looking for temporary consultants to support the delivery of this piece of work.

Responsibilities:

- Process new trainee's applications and check their eligibility paperwork.
- Conduct induction and interviews with each trainee.
- Create learning records for each participant.
- Creating and overseeing training attendance records.
- Process accreditation paperwork.
- Collecting feedback surveys from participants and collating the findings.
- Supporting the project delivery staff with reporting where necessary.
- Other related admin tasks to grant reporting in support to finance post

2. Criteria

We are looking for the following criteria in the person qualifying for this consultancy:

- Experience of grant administration or similar
- Strict attention to detail
- Excellent organisation skills
- Ability to work independently and be self-motivated.
- Ability to communicate well with people from a range of backgrounds.

3. How to apply

Please submit the following before the **deadline of 5pm 13/12/17**:

- A CV outlining your previous work experience and two professional or character references.
- A covering letter explaining how you meet the person criteria

If your application is eligible you will be invited for an interview to further discuss your suitability for the role. Please keep the **date of 15/12/17** free for this meeting in case you are invited to meet.

Please email your application to: courses@edibleoxford.org. If you have any queries, please contact: Rachel Hammond 07970 780514