

Job Title

Business & Education Officer (to be advertised as Experienced Administrator & Claims Officer)

Job Status

Permanent / Full Time

Salary

£18,000 - £22,000 (starting salary £18,000 depending on experience)

Reporting

Head of Business & Education

Key Relationships

Internal	External
Head of Business & Education	Local Businesses
Colleagues	Partner Organisations and Stakeholders
Board of Directors	Sub Contractors/Service Providers
CEO	BCC
	Local Education Authorities/Schools

Supervisory Responsibilities

N/A

Doncaster Chamber Vision, Values and Behaviours

To work towards our vision and share our company values (see attached)

Our Vision: "To be the best Chamber of Commerce in the UK."

Our Values: Empowered, Helpful, Meaningful Collaboration, Credible, Belief

Main Duties & Tasks

The Business & Education Officer's main role is to support the Business & Education team in the delivery of projects mainly Launchpad which is the business support contract.

Duties include:-

- Assist with the successful delivery of all Launchpad outputs as specified in the contract

- Maintain the WPS (weekly performance sheet) with outputs awaiting audit and indicate when audited ok
- Produce weekly management information for the team against target
- Ensure correct client evidence is received as per the Launchpad contract/outputs
- Assist the administrator to ensure all engagement notes are updated accurately on the relevant CRMS and within 2 working days
- Ensure files and system information are up-to-date ready for periodic audit both internally and externally
- Ensure the monthly report/claim is submitted by the deadline for each claim period
- Where necessary assist with Launchpad workshops which involves monitoring bookings, speaking to clients, setting up the event, etc
- Engage and network with appropriate partners and stakeholders building mutually beneficial relationships and referral points, attending appropriate events where necessary
- Support the team in organising work experience placements and undertake the necessary risk assessments prior to the pupil attending
- Support the development of and adopt a one team approach
- Always represent the Chamber and its members in a positive manner to partners and stakeholders.
- Adhere to all policies and procedures at all times.

Key Performance Indicators

- Complete and submit the monthly claim by the agreed deadline
- Ensure internal and external audits are passed
- Support the on target delivery of the Launchpad contract

Additional KPI's and tasks may be agreed and added from time to time according to business needs

Segregation of Duties

Duties and areas of responsibility shall be segregated to reduce opportunities for unauthorised or unintentional modification or misuse of the organisation's assets. In terms of Business Support work the three areas are "Identification", "Audit" and "Claim". No one person can undertake two consecutive tasks.

Signed (Job Holder): _____ Date: _____

Signed (Line Manager) : _____ Date: _____

Please return a signed copy to the HR Representative and retain one for your

information.

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned