

## **Job Description – Team Administrator**

**Job title:** Team Administrator

**Grade or Grade range:** B

**Department:** Venturesome

**Main purpose of the job:**

- Providing administrative and deal support to the Venturesome team, particularly with new deal enquiries, compliance and marketing

**Responsible to:** Senior Investment Manager

**Budgetary responsibilities:** None

**Responsible for (staff/jobs):** None

### **Job Responsibilities**

- New deal enquiries
  - Being first point of contact for both telephone and email enquiries. Recording all contacts, allocating enquiries to team members and maintaining all records of enquiries and outcomes;
  - Weekly management of the GE log and client checklists.
- Compliance
  - Running automated compliance checks
  - Monitoring the team's compliance tests
- Marketing
  - Support on quarterly funder reporting, and ad hoc funder letters
  - Coordinating quarterly newsletters (with support from Marketing)
  - Regular updates with the marketing team
  - Coordinating website maintenance and monitoring of performance
  - Managing the Venturesome blog, ensuring this is up to date
- Deal Support
  - Checking and formatting cash-flow projections and other financial appendices for each loan application
  - Desk research
- Support for the Head of Venturesome on arranging external meetings
- Assisting team members with travel and accommodation arrangements, room bookings conference and event bookings
- Maintaining the team's event log
- General administration duties, including Venturesome email inbox, incoming post, filing, photocopying, scanning and archiving as required
- Carry out any other duties and responsibilities commensurate with the role as required to ensure the smooth running of the team

### **CAF Behaviour Framework**

The CAF behaviour framework sets out in a transparent and consistent manner the explanation of the performance expectations of all CAF People. Through the use of common language and common standard, it combines a set of behaviours with the required technical skills and knowledge needed to effectively perform in any given role with us. This framework is used for the assessment, management and development of performance of all our people.

Please refer to 'Work the CAF Way' booklet for the CAF behaviour framework.

**Job description dated:** August 2016

**Person Specification**

**Job title:** Team Administrator

**Date:** April 2017

<b>Attributes</b>	<b>Essential</b> ✓	<b>Desirable</b> ✓	<b>How Evidenced *</b>
<b>Experience</b> Previous experience working in an office and dealing with customers.	✓		C
<b>Qualifications</b> Good level of education CPP or equivalent	✓ ✓		C C
<b>Specialist skills/ability/knowledge</b> MS Word basic, Outlook Northgate HRIS Report writing skills Databases (basic) Organising and prioritising skills	✓ ✓ ✓ ✓ ✓ ✓	✓	C/T C/T C/T C/T C/T C/T
<b>Communication</b> Excellent verbal and written	✓		C/R
<b>Personal qualities</b> Uses initiative Flexibility ("Can do" attitude) Sense of urgency Ability to remain task and customer focused during peaks in workload and when priorities conflict Sensitivity/Confidentiality Accurate; Attention to Detail Organised	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		R/C/T R/C/T R/C/T R/C/T R/C/T R/C/T R/C/T R/C/T
<b>Prior to Appointment</b> <i>All posts:</i> <ul style="list-style-type: none"> <li>• <i>Credit check</i></li> <li>• <i>Basic Criminal Records Check</i></li> <li>• <i>Employment references</i></li> <li>• <i>Medical clearance</i></li> </ul> <i>*FCA approved posts:</i> <ul style="list-style-type: none"> <li>• <i>Standard Criminal Records Check</i></li> </ul>	✓ ✓ ✓ ✓ ✓		R/E R/E R/E R/E  R/E

\*Key: R= References E= Evidence/certificates A= Application C= Competency interview  
T=Testing/assessment

