

Job description - Business Support Officer (PB6a)

Job summary
<p>the aim of the Access for All programme is to deliver greater inclusion and access opportunities through an agreed programme of infrastructure improvements. The work targets a range of forest locations across England, including those that reach communities in greatest need of support. You will be part of a team working to deliver access that is inclusive, promotes equality, and is reflective of our nation's diversity.</p> <p>As Business Support Officer, you will provide administrative and comprehensive business support to the Access for All programme team (and district project teams where appropriate) to support this aim.</p>
Key responsibilities & accountabilities
<ul style="list-style-type: none"> • provide the first point of business support for colleagues spread throughout England. • schedule and provide comprehensive administrative support for meetings • support the Programme Manager with use of Forestry England corporate systems including financial systems for raising Purchase Orders and timely payment of invoices. • maintain and build upon existing processes to provide the Programme Manager with up-to-date information as projects progress. • manage project monitoring and evaluation, ensuring that expectations are communicated to project teams, document submissions tracked with follow-up where required. • collect and collate monitoring data and report back to Programme Manager and wider team as necessary. • work with the Programme Manager to maintain up-to-date RAID logs, change documents and risk registers to support effective management and delivery of projects on time and within budget. • support all team members with procurement in line with corporate standards and established processes. <p>any other administrative tasks, reasonably requested by your line manager</p>
Location-specific Information (optional)
<p>Blended working - sometime working from home and closest FE office where appropriate.</p>
Skills, knowledge & experience
<p>Essential professional and technical experience</p> <ul style="list-style-type: none"> • very competent IT user with experience of MS Office including high level of experience in using Microsoft Excel, Word and PowerPoint. • experience of working in an office environment with a large, dispersed, and often remote, team. • experience of using project administration tools and techniques e.g Microsoft Project <p>Desirable professional and technical experience</p> <ul style="list-style-type: none"> • experience of providing administrative and business support for externally funded projects
Qualifications
<p>Essential</p> <ul style="list-style-type: none"> • a GCSE in Maths and English or functional skills equivalent.