

Job Description



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| Job Title: | Social Value Support Officer |
| Reports to: | Social Value and Sustainability Manager |
| Grade: | 7 |
| Date: | June 2023 |

1. Job Purpose

To support the Social Value and Sustainability function by providing a comprehensive administrative support service which will include;

- a) Maintaining central records including version control
- b) Assisting with project planning
- c) Arranging and preparing for meetings
- d) Taking minutes within meetings
- e) Support with the production of project documentation
- f) Liaise with stakeholders
- g) Monitor and co-ordinate project related tasks
- h) Update and maintain the SharePoint site

2. Organisational Structure



3. Dimensions

- Offer effective administrative support across all aspects of the Social Value and Sustainability function.
- Ensure all aspects of social value projects conducted adhere to YPO's standard of project management. Including adhering to the programme governance and reporting structures.
- Maintain and update any relevant documentation supporting the goals of the Social Value and Sustainability function.
- No budget responsibility.

4. Principle Accountabilities

- To provide a full administrative support service for the Social Value and Sustainability function.
- Work closely with the Social Value workstreams
- Monitor and report progress of Social Value workstream related objectives
- Arrange and co-ordinate workstream meetings, including finding a suitable diary slot, distributing agenda and/or any documentation needed prior to the meetings, taking minutes and reviewing minutes to ensure actions are completed.
- To act up in the absence of the Social Value and Sustainability Manager in supporting the Social Value workstreams
- Ensure tasks are accurately completed on a daily basis and files & records are kept up-to-date
- Maintain filing structure and documentation relevant for the Social Value and Sustainability function. Including updating the SharePoint team site.
- Maintain, co-ordinate and update Social Value content on YPO website.
- To act responsibly and actively contribute to all operational issues.
- Develop working relationships with colleagues across the organisation and key suppliers/strategic partners.
- To work co-operatively with colleagues to ensure that the function operates consistently and effectively in the implementation and application of all YPO procedures and policies.
- Liaise with and co-ordinate the activities of external partners
- To keep up to date with information, training and development opportunities appropriate to maintaining and developing professional service standards.
- To undertake such other duties as may be required from time to time that reasonably fall within the scope and grade of the post.

5. Planning and Organising

- Supporting the Social Value and Sustainability Manager with strategy planning
- Organisation of meetings from arranging to circulating minutes to chasing actions
- Organising of file structure for the Social Value and Sustainability Strategy documentation

6. Decision Making

The post holder will be required to support the decision making process for the Social Value and Sustainability Manager while making day to day decisions within the role and exercise autonomy in the absence of the Social Value and Sustainability Manager

7. Internal and External Relationships

Internal

Social Value and Sustainability Manager, Internal Stakeholders – at all levels (including SLT and Directors)

External

Social and sustainable business related organisations, other public bodies (including YPO member authorities) suppliers and partners

8. Knowledge, Skills and Experience

| Area | Essential | Desirable | Assessment |
|--|-----------|-----------|-----------------------|
| Knowledge | | | |
| Educated to NVQ level 3 or equivalent experience in a similar role | X | | Application |
| Spoken and written English language skills to be on a high standard and at least GCSE Grade C or above (or equivalent) | X | | Application |
| A good understanding of social and sustainable business practices | | X | Application/Interview |
| Skills | | | |
| Ability to work independently with sound administration and analytical skills | X | | Interview |
| Takes personal responsibility for own decisions and actions | X | | Application |
| Ability to communicate with people at all levels up to an including Board, SLT and external stakeholders | X | | Interview |
| Highly organized with the ability to cope under pressure | X | | Application/Interview |
| Demonstrable skills in using MS Office products in a business environment | X | | Application |
| High attention to detail for example proof reading or data quality assurance | X | | Application |

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| Ability to challenge appropriately and professionally | X | | Interview |
| Methodical approach with the ability to multi-task and handle several workstreams simultaneously | X | | Interview |
| Ability to deliver against set SLAs. KPIs or timelines to the correct quality | X | | Interview |
| Experience | | | |
| Experience of collating and presenting information in a clear concise format | X | | Application |
| Experience of maintaining accurate records | X | | Application |
| Eliciting actions from minutes of meetings and allocation to appropriate persons and ensuring deadlines are met | X | | Application/Interview |

9. Special Features

This role will be key in supporting the management of the Social Value project which is one of foundation stones of the YPO 3-5 year business strategy, therefore the candidate must have sound knowledge of providing comprehensive administrative support.

The post holder will be expected to show emotional intelligence to connect and work well with the Social Value and Sustainability Manager and wider stakeholders affected by the strategy and ensure they provide a high standard of work.

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| Jobholder Signature: | |
| Manager Signature: | |
| Date: | |