

<b>Job title</b>	Programme Administrator
<b>Division/Team</b>	Commercial Department – Programmes Division
<b>Line Manager</b>	Senior Programme Manager
<b>Salary</b>	Band B starting at £19,500 per annum
<b>Working Hours</b>	Full time, 40 hours per week
<b>Location</b>	Head office is based in Exeter Devon the successful applicant will be expected to work from the office 1 day a week and homeworking the rest of the week.
<b>Closing Date</b>	Monday 2 <sup>nd</sup> August at 9.00am
<b>How to Apply</b>	<p>Please go to <a href="http://www.braininhand.co.uk/careers/">www.braininhand.co.uk/careers/</a> to download and complete the application form and upload to our recruitment portal following the url link to the job.</p> <p>Please contact <a href="mailto:recruitment@braininhand.co.uk">recruitment@braininhand.co.uk</a> should you have any queries or wish to discuss the vacancy before applying.</p>
<b>Company Profile</b>	<p>Brain in Hand is a dynamic and rapidly growing technology company with a mission to transform the lives of people with autism, mental health difficulties and neurological conditions using cloud-based software, high quality in-person and remote specialist support.</p> <p>We are a young, fast-growing technology company based in the centre of Exeter, and we are looking for an exceptional candidate to join our Programme team to help us to continue to improve our support system and reach more people.</p>
<b>Job Description</b>	The role of the Programme Administrator is challenging, diverse and exciting; primarily providing administrative support to the Programme Team (PT) in their direct work with individual Brain in Hand Users and organisations using our technology. There are opportunities for progression within our organisation also.
<b>Key tasks within the role include but are not limited to:</b>	<ul style="list-style-type: none"> <li>• Support PT staff to prepare and disseminate resources for client meetings and training.</li> <li>• Undertake simple data analysis and write commentary on monthly reports.</li> <li>• Undertake administrative tasks for the PT including online filing, preparation of resources, scheduling etc.</li> <li>• Respond to queries from organisational customers and signpost them appropriately.</li> <li>• Where required, provide advice to organisational customers about the Brain in Hand system.</li> </ul>

	<ul style="list-style-type: none"> <li>• Co-ordinate updates from PT for internal reporting.</li> <li>• Support the PT to further develop policy and procedure, including planning and constructing management tools and programme resources.</li> <li>• Support the PT with the data collation and building of evaluations</li> <li>• Develop and maintain the PT document management system</li> <li>• Contribute to wider organisation projects such as product development</li> <li>• Maintain the PT Sharepoint files and resources folders.</li> <li>• Capture minutes and actions from internal and external meetings.</li> </ul>
<b>Essential Skills</b>	<ul style="list-style-type: none"> <li>• Able to work well as part of a team</li> <li>• Able to manage competing demands on time</li> <li>• Able work to deadlines and managage competing priorities</li> <li>• Strong IT literatacy with Microsoft Office package, especially Outlook, Excel, Teams and Sharepoint</li> <li>• Outstanding inter-personal skills, able to communicate competantly and clearly, orally and in writing</li> <li>• Patient and adaptable</li> <li>• Accurate with a strong eye for detail</li> <li>• A genuine interest in improving the lives of people who are neurodiverse, experience mental health difficulties and/or have a learning disability</li> </ul>
<b>Desirable Skills</b>	<ul style="list-style-type: none"> <li>• Some exposure to a Social Care / Health Care environment</li> <li>• Project support and data analysis.</li> <li>• Experience of supporting process development</li> </ul>