



www.castanglingproject.co.uk

CAST Angling Projects
Cornerstone House
Tilford Road
Newstead Village
Nottingham
NG15 0BU
01623 723431

CAST Angling Projects. Administrative Officer

Salary - £22,000.00 per annum, pro-rata 25 hours per week

Hours of Work – by arrangement with the Line Manager

Contract – Full time, permanent. Pro rata, 25 hours per week. F/T possible

The CAST project has been working with significant numbers of disadvantaged and hard to reach young people since 2001. Originally a community-based fishing club for young people in Nottinghamshire CAST has developed into much more. Since 2003 we have been providing alternative provision for schools, utilising land-based studies, angling and outdoor construction as a means of engaging hard to reach young people in education. The intention is always to reintegrate our students back into formal education or support them into work, further education, or training. The project has broadened its scope in providing a range of empowering activities and opportunities to support young and increasingly other vulnerable people, to help them make informed decisions about their personal health, education, employment, and leisure time. A significant number of our staff team have at one time been beneficiaries of CAST.

In addition, CAST provides group activities with a positive focus for young people in deprived communities outside of school. The project is commissioned to carry out workshops for a selection of agencies working with young and vulnerable people. CAST has been successful in supporting large numbers of young people over long-term periods and as a measure of its impact has appeared on BBC1 Countryfile and in the Guardian Educational Supplement.

Finally and importantly, through work with our students, CAST carries out many self-funded projects to benefit communities, wildlife, and conservation. These could be in the form of environmental improvements, conservation projects or land management but often in the form of construction projects, as diverse as establishing bird feeder stations, developing wheelchair access to fisheries, or building litter bins to deal with litter in the countryside. We also manage a 230 acre park with abundant wildlife and our own accessible fishery.

Since 2016 CAST has been an independent Community Interest Company and operates on the basis of a social enterprise, having a charitable approach whilst creating an income and delivering the project's many social aims. The project is a dynamic organisation which seeks to develop as an ethical employer providing a warm, caring, and vibrant environment for staff and students alike and makes a positive impact on the lives of our students.

Please note that the successful applicants will be required to complete a DBS disclosure form.



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Job description

CAST – Administrative Officer

Job Title – Administrative Officer

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Responsible to: CAST Project Manager.

Job purpose

We are looking for someone who is keen to be part of a growing, dedicated, and passionate team and has a desire to see young people reach their potential. You will be a team player with a strong sense of commitment and be willing to learn, whilst contributing to a strongly caring and supportive team spirit. You will have excellent inter-personal, organisational, prioritising, and customer service skills to add to your administrative ability. This will provide a blend of good all-round administration skills, in particular the ability to deliver outstanding customer care.

The role will involve supporting our whole team in the delivery of education and activities for young people by providing general administration duties. It will involve completing important tasks such as daily registration of students, liaising with parents, client schools and other stakeholders. You will be expected to have the organisational ability for maintaining records and ensuring confidentiality of documents and communications amongst other tasks and will have opportunities to develop your career.

The Administration team are a team within our wider team and provide the structure and solid foundations which enable our delivery staff to go out and deliver an outstanding project to our students. Within the Administration team you will work very closely with the Office Manager and the Pastoral Manager, also the Designated Safeguarding Lead for CAST. You will be the interface with clients and students alike and have a strong commitment to safeguarding ensuring that we have a safe and secure environment for students.



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Responsibilities.

- To work with the office Manager to oversee the organisation and running of all administrative related activities.
- To record and input daily registers and liaise with schools and parents of pupils.
- To prepare resources for members of the CAST Team as requested.
- To maintain CAST records and documents for the project and pupils. Both online and paper copies in a secure and orderly system.
- To support the Office Manager by taking and organising referrals for CAST courses and workshops, including arranging initial visits, interviews.
- To ensure that CAST receives all appropriate documentation for pupils.
- To support the Education Manager with compilation of individual education plans, tutorials and folders for pupils.
- To complete daily, weekly and termly online monitoring.
- To support the various team members to develop and maintain database and spreadsheet records for the project in line with Ofsted required standards.
- To collate statistics and project information.
- To have opportunities to assist in the development work of other project activities and support other project staff, volunteers, and the project as a whole.
- To support the team in preparing lesson resources, if required.
- To play an active part in the maintenance of CAST policies and procedures.
- To plan an active part in the recording, maintenance and monitoring of the Safeguarding Children Policies and Procedures and to attend internal and external meetings in relation to protecting children and in agreement with your line manager.



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- To understand and act responsibly in all aspects of the Health and Safety Policies relating to the CAST project across all settings.
- To provide a favourable image of the project at all times to the public, partners, learners and customers.
- Any other duties which may reasonably be considered to come under the remit of the post.

Person Specification

Essential

- Experience of working in an office environment.
- Have an approach to work which is based on attention to detail.
- Experience of managing, reporting and monitoring.
- Experience of working as part of a team for a common goal
- Be keen to help the team and CAST in general develop and achieve its goals.
- Be able to work under your own initiative as needed.
- Excellent spoken and written communication skills.
- Excellent I.T. skills, particularly Office 365 Business and Internet based resources
- Excellent organisational skills.
- Ability to meet deadlines.
- Be able to display a calm character and be supportive at all times, particularly when under pressure and when delivering frontline support.
- Competent report writing skills.
- Ability to work in partnership with other organisations.
- Ability to liaise and develop good relations with all project partners, sponsors and clients.
- An ability to understand, appraise or evaluate learner's progress, i.e. session reviews, pupils' records, assessment and more formal monitoring reports.
- Be honest, reliable and trustworthy and present a positive image of CAST
- A working knowledge of and commitment to Health and Safety, Risk Assessments, Equal Opportunities and Policies and Procedures.
- Able to work flexibly, identifying and responding to the needs of individual learners and for the best educational outcomes.
- Commitment to equal opportunities.
- Willing to undertake any training that may be necessary



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Desirable

- Qualified First Aider.
- Full clean driving licence.
- Hold a current DBS clearance.

Reviewed 04 August 2023.