

## JOB DESCRIPTION

### Job title:

Quality and Impact Administrator – Positive People (Devon and Somerset)

### Reporting to:

Finance and Quality Co-ordinator, Positive People (Cosmic)

### Salary Level:

Point 19 – 22 (£21,352-£23,534)

### Type of position: Hours per week

Full-time fixed term to 31<sup>st</sup> December 2022 40

### General description:

Responsible for development and improvement of quality management and impact monitoring systems within the Positive People Project across both contracts (Devon and Somerset). Collation of all data relating to performance against our cross-cutting themes, and development of related case study materials and reports.

### Key Result Areas:

- Administration, development and improvement of systems and processes which support the delivery of quality, impact and excellent customer service.
- Development and enhancement of effective reporting against all project outcomes and cross-cutting themes.
- Regular collection and effective reporting of evidence of performance, impact and case study materials.
- Responsible for supporting all delivery staff in enhancing systems and processes for the collection of evidence, data and case studies.

### Major Duties:

1. Establish and follow procedures for data collection, monitoring, and effective reporting.
2. Checking, control and reporting to ensure compliance at all times.
3. Complete and maintain impact monitoring documents and feedback processed.
4. Monitor and update outputs and outcome reports as required on the Project reporting schedules.
5. Provision of impact and quality reports and information.

cosmic

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6. Internal point of contact for Cosmic when communicating impact and quality issues.
7. To communicate social impact in effective and creative ways using marketing collateral, annual reports, newsletters, and social media.
8. Other duties as required in line with the responsibilities of this post.
9. Uphold safeguard and promote the organisations values and philosophy relating particularly to ethics, integrity, corporate, social responsibility, equal opportunities and diversity as referenced in the company policy and values standards.
10. Responsibility to act on the issues of concern in relation to Safeguarding Adults and Children. This requires adhering to and acting on Pluss policies and procedures.
11. Uphold and comply with Data Protection and confidentiality standards.

## Employee

Employee Name:

Employee Signature:

Title:

Date:

## Employer

Employer Name:

Employer Signature:

Title:

Date: