

## ***Administration Officer (2 posts)***

### **Bristol Objective 2 and URBAN II**

**£13,764 - £15,342**

**Ref: NR3019/EP**

#### **Temporary contracts:**

Objective 2 post funded until 31st December 2004 (but may be extended), URBAN II post funded until 31st December 2006.

This is an exciting opportunity to join one of two small teams working with community, statutory, voluntary and private sector partners to improve opportunities for the people of Inner City (Objective 2) and South (URBAN) Bristol. You will be the practical rock on which the programme administration is founded; dealing with files, administration, basic monitoring, financial information and providing support to the programme implementation team.

The Objective 2 programme will operate in 5 of the most deprived wards in the city (Easton, Ashley, Lawrence Hill, Windmill Hill and Filwood) focussing on increasing access to jobs and increasing community and business activity in the area.

The URBAN programme covers parts of Knowle West, Hartcliffe, Withywood, Hengrove Park and Bishopsworth. One unique feature of the URBAN programme is that the partnership group is committed to working with young people, giving them a real stake in running the programme and real power when it comes to making the decisions. Young people in the target area are often seen as victims of a range of social ills, but URBAN II aims to make sure that young people are seen, and see themselves, as the solution and not as the problem.

You will have:

- Good keyboard and numeracy skills
- A flexible and adaptable approach
- Ability to work under pressure and meet tight deadlines

Further information can be obtained from the URBAN II and Objective 2 websites:

[www.bristolurban.org.uk](http://www.bristolurban.org.uk) and [www.bristolregeneration.org.uk](http://www.bristolregeneration.org.uk)

The URBAN post will require a standard CRB disclosure.

We want our team to truly reflect the diversity of the local community, and particularly the young people we work with, which is why we encourage talented candidates from any section of the community.

These posts are part-financed by the European Community's European Regional Development Fund (ERDF).

**For further details and an application form please contact the Department of Neighbourhood and Housing Services quoting the reference number. Tel: 0117 916 5171. Fax: 0117 916 5170.**

**Email: [neigh\\_personnel@bristol-city.gov.uk](mailto:neigh_personnel@bristol-city.gov.uk)**

**Closing date: 10th July 2002.**

**Interviews will be held w/c 29th July 2002.**

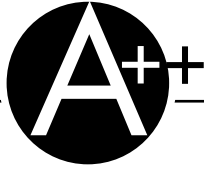
**[www.bristol-city.gov.uk](http://www.bristol-city.gov.uk)**



PROJECT PART-FINANCED BY THE EUROPEAN UNION



**AN EQUAL OPPORTUNITIES EMPLOYER**



<b>Reference</b>	<b>240602M3 (L)</b>
Client	bristol cc
Job title	Admin
Media	BEP
Size	<b>200x133</b>
Date	24/06/2002
Proof No	1
Deadline	

CHECKED BY

Copywriter	
Art Director	
Creative Director	
Account Handler	simone (Read by)
	(Read to)
Production	Shaun
Job Number	129709