

**Job Title: Project Administrator: English for every day project**

<b>Size:</b>	1 FTE (36 hours per week x 52 weeks per annum) Fixed term contract to start as soon as possible. End date: 31/3/2020
<b>Conditions of Service:</b>	Local Government Conditions of Service
<b>Grade &amp; Scale Points:</b>	LBR Grade 4 Scale point 18 (annual salary £22,370)
<b>Line Manager:</b>	Assistant Principal: Community Learning

**A. Overall Purpose of Job**

1. To provide the overall administrative and financial support for the project and be responsible for making timely and accurate on line data returns.
2. To establish excellent relationships with partners, staff and learners dealing with all project related enquiries effectively and promptly.

**B. Main duties and responsibilities**

1. To assist the project manager by providing an administrative and financial function including scheduling, data entry, communications and secretarial duties
2. To liaise and develop appropriate links with external bodies in accordance with the requirements of the project
3. To deal with project stakeholders and other enquiries taking prompt action and/or referring on where appropriate and flagging up issues to line manager as soon as they arise
4. To use Outlook to schedule project steering group meetings and service these by preparing and circulating papers, taking notes, producing and circulating minutes and action points
5. To design and improve systems of communication, record keeping and document retrieval within the office
6. To carefully interpret/explain relevant procedures/regulations to help partners and staff understand them
7. To keep the project handbook up to date and to ensure partners have access to the correct versions of project templates/ proforma and logos as well as the approved Speaking and Learning Assessments and the Learner Attitude survey
8. To ensure all data returns from partners are completed at ESOL Hub level and submitted in time for inputting the quarterly on line DELTA data returns to MHCLG ICELP team
9. To track and monitor on a monthly basis numbers of beneficiaries and successful outcomes and reporting these to the project manager
10. To prepare monthly reports ready for project meetings with partners
11. To input course information on the English for every day web directory checking for accuracy and liaising with partners on content
12. To process project claims, maintain financial records of expenditure and income related to the project in accordance with finance policy and regulations
13. To participate in any training/briefings arranged by the MHCLG ICELP team and/or project manager
14. To carry out all duties in accordance with GDPR, Health & Safety, Safeguarding, Prevent and Equalities and report to the Safeguarding Adviser and line manager any issues or concerns.

**C. General duties**

1. To participate in performance review and continuous professional development (CPD) developing required knowledge, understanding and skills to deliver responsibilities effectively
2. To positively promote the Institute and the English for everyday project in all contact and communication with the public and learners
3. To follow all Institute policies and procedures
4. To undertake any other duties as may be reasonably requested commensurate to the level of experience and responsibility expected.

**D. Person Specification: Administrator: English for every day**

Specification	Essential	Desirable
<p><b>Education and Training</b></p> <p>Formal qualifications and relevant training</p>	<ol style="list-style-type: none"> <li>1. Education to Level 3</li> <li>2. GCSE English and Maths 9-4/A*-C</li> <li>3. Word Processing and Spreadsheet equivalent to Level 2, e.g. relevant part of ECDL, CLAIT+, IBTII or other recognised qualification</li> </ol>	<ol style="list-style-type: none"> <li>1. Business Administration qualification</li> <li>2. Level 2 database qualification/training</li> </ol>
<p><b>Experience</b></p> <p>Ability to undertake duties of the post</p>	<ol style="list-style-type: none"> <li>1. Ability to use a variety of software packages, such as Microsoft Word, Outlook, Excel, PowerPoint etc., to produce reports correspondence and documents including course publicity and to maintain presentations, records and spreadsheets</li> <li>2. Ability to devise and maintain office systems</li> <li>3. Ability to resolve issues and enquiries providing clear advice</li> <li>4. Ability to multi-task and work well under pressure taking responsibility for effective and timely completion of own work</li> <li>5. Ability to work flexibly when required to support occasional evening and Saturday activities</li> </ol>	<ol style="list-style-type: none"> <li>1. Previous experience working in a similar role in the post 16 sector</li> <li>2. Experience of using databases</li> </ol>
<p><b>Skills and Knowledge</b></p>	<ol style="list-style-type: none"> <li>1. Receives, understands and conveys straightforward information in a clear and accurate manner</li> <li>2. Understands how own work contributes the objectives and goals of the organisation</li> <li>3. Able to provide accurate information and advice to learners and staff</li> <li>4. Can access, interpret and apply relevant policies, procedures and specifications keeping up to date with changes which affect own area of work</li> </ol>	

<b>Personal Qualities</b>	<ol style="list-style-type: none"><li>1. Excellent oral and written skills</li><li>2. Excellent interpersonal skills</li><li>3. Take responsibility for own work and maintain high professional standards</li><li>4. Work independently acting on own initiative as well as work as part of a team to deliver work through others</li><li>5. Flexible approach responsive to internal and external customer needs</li><li>6. Offer solutions and work towards resolving underlying issues</li><li>7. Plan and organise work activities prioritising workload and meeting deadlines</li><li>8. Positive attitude to change</li><li>9. Committed to professional development and concerned to improve performance</li></ol>	
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