**JOB SPECIFICATION**

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| **MYERSCOUGH AND PROUD**  |
| At Myerscough College and University Centre we have a nationally and internationally recognised Further Education, Higher Education, Adult Education and Apprenticeship provision. The Further Education provision is well established, the Higher Education provision has a well-recognised partnership with UCLan and the apprenticeship provision is operational nationally. We offer a rewarding and enjoyable working environment, where colleagues are inspired to make a positive difference to the educational experience and employability of our students. We are one of the top five largest land-based and sports colleges in the UK. |

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| **JOB TITLE** | **AREA OF WORK** |
| Project Administrator UpSkilling LancashireFixed Term from 1st March 2023 to 31st December 2023 | Apprenticeship & SkillsBusiness Development & Projects |
| **SALARY** | **BENEFITS** |
| Band 2 £19,337 - £23,317per annum, pro ratarelating to qualifications and experienceThis post is 100% Funded by the European Social Fund: Upskilling Lancashire | Local Government Pension Scheme26 days holiday rising to 31 days following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Head of Business Development & Projects | N/A |
| **KEY TASKS AND RESPONSIBILITIES** |
| The post holder will be expected to work in a flexible and proactive manner to carry out such duties as are necessary and to communicate effectively with work colleagues, with a particular focus on providing administrative support to ensure:To support contract compliance within all ProjectsTo support Business Development & Projects including the accurate completion of; learner & employer records, candidate enrolments, file audits, funding & certification claims for all.To ensure timely and efficient enrolment and maintenance for all above departments within the A&S provision.To work effectively as a team to provide an efficient system capable of meeting all Projects areas and to ensure the growth in ESFA-contracted provision is supported.• Create Participant folders with relevant project documentation• Audit submitted documents to ensure compliant• Assist the Project Coordinators• Support the booking of classrooms, meeting rooms and refreshments as required• Support each of the project members with administration activities• Produce data for reports as required• Keep accurate records• Maintain and follow process and procedures• Support the gathering of relevant evidence for each projectThis is not an exhaustive list and you are required to be flexible in your approach to carrying out your duties which may change time to time in order to reflect business need or for the company’s continuous improvement." |
| **DUTIES** |
| This role is part of newly formed team and in the first instance, your duties and responsibilities are listed below which include the main elements of the post. The roles and responsibilities below may change as the role develops and needs of the College change and you will be expected to take on or drop responsibilities as directed by the Line Manager.1. Reporting to the Head of Business Development and Projects, work with a range of staff involved in projects and other apprenticeship and skills activities. This will involve the effective execution of accurate and timely administration activities.
2. Planning work to meet deadlines.
3. Attend project meetings and other meetings as directed by your line manager.
4. Maintain accurate and timely records.
5. Support the collection of Employer and participant evidence and forms for enrolment and registration.
6. Ensure the completion of all records/documents are accurate and timely, in line with contract requirements.
7. Maintain and follow systems and procedures to ensure contract compliance requirements are met.
8. Ensure destination, progression, case study and feedback records are accurate and timely using relevant project templates.
9. Produce date on request.
10. Support with audits as required and in line with compliance requirements.
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| **DUTIES** |
| You will be a role model and promote the College values:   * **Learning -**Our delivery will be high quality and innovative with students at the heart of decision making.
* **People -**We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork.
* **Sustainability -**We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study.
* **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do.
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| Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved.Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses.  |

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| **DUTIES** |
| Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

 (PI) Post Interview

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** |
| Presentable and professional appearance (I)Excellent customer service skills (API)Excellent verbal communication and presentation skills (API)Ability to work as part of a team (A/I)Ability to work to quality standards (A/I)Good command of the English language (A/I)Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** |
| GCSE English at Grade C/4 or above (or an equivalent standard) (A/I)Two A Levels Grade B and above or equivalent Qualifications (A/I)Familiarity with using Microsoft applications. (A/I) | A Level Grade B and above in Business.Experience of effective use of data collection (A/I)Experience of Using – Ignite (A/I)Experience of Using OneFile (A/I)Experience of using UnitE (A/I) |
| ***General Intelligence*** |
| Ability to communicate at all levels (I)Methodical working practices (A/I) |  |
| ***Special Aptitudes*** |
| Previous experience in an administrative post. (A)Ability to converse and communicate confidently in a range of situations. (A/I) |  |
| ***Interests*** |
| Interest in the work of the college and ways in which College administration can improve the apprentice experience (A/I) | Empathy with education (A/I) |
| ***Disposition*** |
| Excellent interpersonal skills (I)Good communication skills (I)Sound IT skills and data interpretation (A)Approachable (I)Person centred approach (I) |  |
| ***General*** |
| An understanding of “safeguarding” and its importance within the College \* (A/I)An understanding of health and safety requirements of a working environment (A/I)An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I) |  |
| ***Circumstances*** |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below). (A/I)Ability and willingness to work flexibly (I)Possess a current driving licence (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **SALARY** | HOURS OF WORK |
| Band 2 £19,337 - £23,317per annum, pro ratarelating to qualifications and experienceThis post is 100% Funded by the European Social Fund: Upskilling Lancashire  | 1.0 (37 hrs per week) |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 26 days holiday, rising to 31 days following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal | Local Government Pension Scheme Employee Contribution Rate (as at 1 April 2022)(based on actual NOT FTE) Contribution rate %  Up to £15,000 5.5%£15,001 to £23,600 5.8%£23,601 to £38,300 6.5%£38,301 to £48,500 6.8%£48,501 to £67,900 8.5%£67,901 to £96,200 9.9%£96,201 to £113,400 10.5%£113,401 to £170,100 11.4%£170,101 or more 12.5%17.4% EmployerYou will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable). Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay SchemeShould your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £38.00 for an enhanced level check). |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money
* One DBS certificate may be all you will ever need
* Take your DBS certificate from role to role within the same workforce
* You are in control of your DBS certificate
* Get ahead of the rest and apply for jobs DBS pre checked
 | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)**Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down.  |
| WHAT YOU GET |
| When you join, you’ll get an online account that lets you:* Take your certificate from one job to the next
* Give employers permission to check your certificate online, and see who has checked it
* Add or remove a certificate
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