**JOB SPECIFICATION**



|  |  |
| --- | --- |
| **JOB TITLE** | **AREA OF WORK** |
| Project Administrator Fixed Term until December 2022 | Business Development and Projects |
| **SALARY** | **BENEFITS** |
| £19,241 - £23,201 per annum, pro-rata, relating to qualifications and experience | Local Government Pension Scheme26 days holiday, pro-rata 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 and 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 supportBusiness 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 effectivelyas a team to provide an efficient system capable of meeting all Projects areas and to ensure the growth in ESFA-contracted provision is supported.  |
| **DUTIES** |
| **Undertake** the timely enrolment of any Project funded learners (funded or full cost), including eligibility checks, in line with contractual requirements, for example NEETs, ILM etc...**Maintain** appropriate data recording systems.**Support** the chasing of Employer and participant evidence and forms for enrolment and registration. **Ensure** thecompletion of all records/documents are accurate and timely, in line with contract requirements**Maintain** and follow systems and procedures to ensure the various contract compliance is supported (in liaison with the Business and Projects team)**Support** the bookings of classrooms, refreshments, accommodation, courses and Events, text alerts, dissemination of letters/emails to participants |
| **Ensure** destination, progression, case study and feedback records are accurate and timely using the relevant Project templates**Produce** data on request of the Team to support the provision **Support** with audits as required and in line with external funding requirements |

|  |
| --- |
| **DUTIES** |
| * You 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.
 |
| 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.  |
|  |
|  |
|  |
|  |
|  |
|  |

|  |
| --- |
| **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

|  |  |
| --- | --- |
| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** |
| Presentable and professional appearance (I)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 and Maths at Grade C/4 or above (or an equivalent standard) (A/I)Computer literate (A)Audit/ quality assurance experience (A)Database input experience (A) | IT Qualification (ITQ/ ECDL/ CLAIT) (A)Safeguarding level 1 or 2 (A) |
| ***General Intelligence*** |
| ICT Skills and Competency (A/I)Good level of education (A/I) | Experience of working with a high degree of detail (I) |
| ***Special Aptitudes*** |
| Experience of working with young people and adults in sectors such as education, careers services, youth services, learning and training providers, youth justice, voluntary & community work or social work (A/I)Personable approach and high levels of customer service (A/I) | Experience in Traineeship administration (A/I).Experience in ESF administration (A/I). |
| ***Interests*** |
| Awareness and understanding of education, training and government skills agenda initiatives (A/I) | Empathy with education (A/I) |
| ***Disposition*** |
| Excellent interpersonal skills (I)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 or willing to travel as required by other means (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**

|  |  |
| --- | --- |
| **JOB TITLE** | **AREA OF WORK** |
| Project Administrator Fixed Term until December 2022 | Business Development and Projects |
| **SALARY** | HOURS OF WORK |
| £19,241 - £23,201 per annum, pro-rata,relating to qualifications and experience | 37 hours per week |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 26 days holiday, pro-rata, 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 2021)(based on actual NOT FTE) Contribution rate % Up to £14,600 5.5£14,601 to £22,900 5.8£22,901 to £37,200 6.5£37,201 to £47,100 6.8£47,101 to £65,900 8.5£65,901 to £93,400 9.9£93,401 to £110,000 10.5£110,001 to £165,000 11.4£165,001 or more 12.514.2% 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 £40.00 for an enhanced level check). |

**DBS UPDATE SERVICE**

|  |
| --- |
| 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
 |