



JOB DESCRIPTION

Post title:	ESF eChampions Project Administrator
Post No:	tbc
Salary:	£ per annum pro rata
Location:	Beeston Campus (Moving to Middle Street)
Working pattern:	0.5 post, 19 hrs/week Fixed term 3 Years (until 31 April 2012)
Directorate:	Technology & Construction
Responsible to:	Head of AxisCentre, T&C & eChampions Project Manager

Purpose of the role: Providing administrative and other support in the successful development and delivery of the ESF eBusiness Champions programme; an innovative eBusiness events and learning programme that will educate, inform and engage business leaders across the region in order to understand and exploit the commercial potential of the web through eBusiness. The project is funded by ESF and represents a consortium of colleges plus transnational partner and is led by Castle College.

This post holder will assist in the eChampions Project Manager and wider delivery team to achieve the overall objectives of the contract, including administrative support to trainers, support and liaison with beneficiary businesses, helping coordinate events and venues, and generally supporting the efforts of the team in achieving the best possible experience for beneficiary plus paperwork and evidence needs of the project.

General responsibilities:

- To observe all college policies, procedures and working practices
- To strive towards continuous improvement and to foster an enterprising culture
- To undertake any other duties which are reasonable within the scope and grade of this post
- To ensure the effective adherence of the College's Equality and Diversity Policy and supporting action plans.
- To contribute towards the delivery of high quality education for all students.
- To effectively manage and develop any member of staff the post has a line management relationship with, ensuring that they make an effective contribution.
- To act as an ambassador for the College in all aspects of work.

- Responsible for working to published College and individual Department's policy to ensure the health, safety and welfare of all staff coming within your area of control and for ensuring that staff, students and visitors, within your area of control, are provided with appropriate information, instructions and supervision to ensure safe working practices within the College.
- To take reasonable care of your own health, safety and welfare and that of any other person who may be affected by your actions whilst at work. You are also required to co-operate with the College to enable it to fulfil its legal duties and responsibilities.

This post holder will assist in the eChampions Project Manager and wider delivery team to achieve the overall objectives of the contract, including administrative support to trainers, support and liaison with beneficiary businesses, helping coordinate events and venues, and generally supporting the efforts of the team in achieving the best possible experience for beneficiary plus paperwork and evidence needs of the project.

Principal accountabilities:

To provide administrative support to eChampions delivery team including Project Manager, Project Officer, and training team

To collect and collate project management data relating to the successful delivery of this ESF funded project.

To provide information and support to External Funding teams, Employer engagement account managers, and any other nominated contacts with the partner network of colleges and transnational partner.

To help organise and administratively support the successful delivery of a series of learning and networking events to be held regularly across the region.

To support project team in the formulation data to support delivery, progress and dissemination reports at key project milestones.

To provide regular contact with beneficiary businesses including key decision makers on matters relating to attendance and availability of places at events.

To assist the Division Head and Director of Faculty in preparing for all College inspections as necessary.

Note

This Job Description provides an overview of the principal accountabilities of the post at this point in time; your accountabilities will include but will not be limited to those detailed. It is anticipated that the content of posts will evolve and change over time, providing further opportunities for professional growth and development. As such the balance of duties within the job description will change within the broad remit of the post.

This Job Description does not form part of your contract of employment.

Important information

Terms and conditions of employment

The terms and conditions of employment are those specified in the contract of employment. Principal accountabilities are not limited to those detailed, and will be subject to annual review.

Equal Opportunities statement:

We are committed to the fair and equal treatment of potential and existing employees irrespective of race, colour, nationality, ethnic or national origin, religion or belief, age, disability, gender, sexual orientation, marital status, ex-offending background or any other potentially discriminatory factor.

Return of application forms

Application forms should be returned to the Human Resources Department, Beeston Campus, High Road, Chilwell, Nottingham, NG9 4AH.

Acknowledgement of applications

We are unable to normally acknowledge receipt of applications. If you wish to receive an acknowledgement please enclose a stamped, addressed envelope. If you have not been contacted by the College within three weeks of the published closing date we are sorry to advise that your application will not have been successful on this occasion.

Disclosure from the Criminal Records Bureau

This post will potentially have contact with children and vulnerable adults and as such a satisfactory disclosure from the Criminal Records Bureau (CRB) is required as a condition of any offer of employment. A copy of the CRB's code of practice, which the college complies with, is available on request from Human Resources.

Recruitment of ex-offenders

Castle College uses the Criminal Records Bureau (CRB) Disclosure Service to assess applicant's suitability for positions of trust. The College complies fully with the CRB Code of Practice and undertakes to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction, caution or any other information received, and having a criminal record will not automatically bar an applicant from working for the college; this will depend on the nature of the position and the circumstances of the offence. A full copy of the college's policy in respect of recruiting ex-offenders is available upon request.

PERSON SPECIFICATION

ADMINISTRATOR	Essential / Desirable	A	I
Educational qualifications 1. Qualified to level 3 (e.g. A-Levels, NVQ in relevant area) 2. NVQ level 3 qualification (or equivalent) in administration	E D	✓ ✓	
Experience 3. Previous administration experience in a customer facing role in a busy environment 4. Able to demonstrate competence in all aspects of administration work 5. Experience of using Microsoft office particularly Word + Excel 6. Experience of managing own workload without supervision	E E E E	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓

7. Experience of setting and meeting deadlines	E	✓	✓
8. Experience of liaising with people at all levels	E	✓	✓
9. Experience of writing non-standard correspondence & reports	E	✓	✓
10. Experience of working with confidential material	E	✓	✓
11. Experience of dealing effectively with difficult & complex situations	D	✓	✓
Knowledge			
12. Knowledge of Further Education systems	D	✓	✓
13. Knowledge of the Data Protection Act	D	✓	✓
Skills			
14. Able analyse numbers and statistics and use these to make decisions	E	✓	✓
15. Ability to prioritise own workload and where required that of others to ensure deadlines are met	E		✓
16. Able to work to tight and sometimes conflicting deadlines	E		✓
17. Clear written communication skills	E	✓	
18. Clear verbal communication skills	E		✓
19. Competent IT user skills	E	✓	
20. Ability to solve problems and implement solutions	E	✓	✓
21. Able to maintain confidentiality	E		✓
22. Proficient in the use of EBS	D	✓	✓
Personal qualities			
23. Highly organised with the ability to multi-task	E		✓
24. Flexible approach in order to adapt to the demands at the time	E		✓
25. Ability to deliver a level of customer service	E		✓
26. Self motivated	E		✓
Equal opportunities			
27. To be sensitive to any matters relating to discrimination and take positive steps to ensure that equality of opportunity is provided to all. In addition knowledge of or commitment to acquire knowledge of the DDA 1995 (as amended by the Special Educational Needs and Disability Acts 2001)	E		✓

Assessment Methods: A = Application, I = Interview